



BEECH GROVE PRIMARY SCHOOL ATTENDANCE POLICY

STATEMENT OF INTENT - At Beech Grove Primary School, we believe that regular school attendance cannot be overestimated. Regular attendance is vital to a good education. Securing it must therefore be a high priority of the school, governors, parents and pupils themselves. By failing to attend school regularly, pupils lessen the impact of the education provided for them. Pupil absence may seriously disrupt the continuity of teaching and learning for themselves and others.

The aim of the school is to facilitate our pupils' regular and sustained attendance by providing a full and efficient educational experience for all pupils.

Parents have a vital role to play and there is a strong emphasis on maintaining home-school links and good communication systems that can be utilised whenever there is concern about attendance.

SCHOOL ATTENDANCE – THE STATUTORY FRAMEWORK - All pupils of statutory school age who are registered at a school must attend regularly, in line with the relevant legislation (Education (Pupil Registration) (England) Regulations 2013).

Any absence from school can have a detrimental effect on a child's future progress and continuity of learning. Regular absence for such reasons as holidays taken in term time can have a significant impact on achievement.

REGISTRATION - There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. The Education Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised. This is shown on our computer records.

Staff, pupils and parents should see the taking of the register as an integral part of the day, as was indeed intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers.

Monitoring and encouraging attendance is an integral part of the Schools Head Teacher's role. The Head Teacher Mr J Dixon is the school lead with overall responsibility for school attendance which is in part delegated to the Parent Support Advisors in school. (PSAs) Mrs C Harrison and Mrs K Hawkins and class teachers all sharing daily responsibility for monitoring the attendance of pupils in school.

Mrs C Harrison and Mrs K Hawkins are the first point of contact in school and are responsible for contacting home on the first day of any absence to discover the reason for absence and discuss any concerns about attendance and punctuality, also ensuring notes explaining absences are **collected** and maintain an accurate register of attendance. Parents have the responsibility to keep school informed during any absence.

Beech Grove Primary school also employs Mrs J Andrew, Education Welfare Ltd who contact parents by telephone, letter, home visits and meetings in school following Local Authority and Government advice, guidance and statutory duties to improve school attendance and reduce persistent absenteeism.

All school staff have their part to play in being responsible for ensuring attendance is a key priority in their day to day work.

In accordance with current legislation, each class in the School has an electronic attendance register. School starts promptly at **8.45am** it is School's policy that registers be completed by **8.50am** and **1.15pm** when they will be saved and closed so that the Parent Support Advisors can access them.

It is our policy to record a late mark (L) for children who arrive at school after class registration has taken place.

Children who arrive at school 30 minutes after close of registration will have a late after registration mark and may be recorded (U), which is an unauthorised absence and subject to legal proceeding.

ABSENCE - It is the parent's responsibility to inform school of the reason for a child's absence. We would like to receive notification as soon as the child is absent from school. We ask that the parent telephones the school office before **9.00am** on the first day of absence and each subsequent day their child is absent to discuss the reason for the absence. We need to receive information when the child returns to school, in the form of a note and any medical evidence such as prescription, appointment card etc. Once medical evidence has been formally requested by Education Welfare Ltd, this is an on-going process. If medical evidence is not provided, the absence may be unauthorised and subject to statutory school attendance proceedings.

It is a fact that parentally-condoned unjustified absence is a serious problem in some schools. This can be every bit as damaging as the more traditional forms of truancy.

Only the Head Teacher of the School, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification in relation to a particular absence does not, of itself, oblige the school to accept it if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or where no explanation is forthcoming at all, the absence must be treated as unauthorised. Where parentally-condoned unjustified absence appears to be a problem in relation to a particular pupil, school will involve the PSAs and employed Education Welfare Officer at an early opportunity.

An excessive amount of authorised absence can also seriously disrupt continuity of learning and encourage disaffection. We must be alert to emerging patterns of authorised absence. We may authorise absence retrospectively where we are satisfied as to the explanation offered. Absences of pupils of compulsory school age without valid reason or for which no explanation has been provided will be treated as unauthorised and attendance procedures will be followed.

Section 444 of the Education Act 1992 provides that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If school is satisfied that a pupil is absent as a result of illness the absence will be treated as authorised.

Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested by the PSAs or the employed Education Welfare Officer, from the child's parents. If the school continues to be dissatisfied then the absence will be treated as unauthorised and school attendance procedures followed.

Where there is doubt about the authenticity of absence attributed to illness, the School's Education Welfare Officer may attempt to refer the matter to the School Health Service to arrange a special medical or to make contact with the pupil's GP. If a pupil is absent for a prolonged period or the School notices a pattern emerging, early contact will be made with the Local Authority Education Welfare Service and/or School Health Service.

REPORTING ABSENCE - Once we receive a reason for an absence, we may authorise that absence by inserting the correct symbol on the computer records.

Reporting reasons for absence by telephone, verbally to a member of the Reception Team/PSA or a note are all acceptable however If medical evidence has been formally requested by Education Welfare Ltd and it is not provided the absence may not be authorised.

We expect parents to contact school and report the reason for absence on the first day and each subsequent day of the absence before **8.50am**. When reporting that your child is ill, unwell or poorly please state the reason for absence in full e.g. chicken pox, flu etc.

Beech Grove Primary School operates a first day calling system. If we have not received a reason for absence by **9.30am** on the first day of absence a Parent Support Advisor will contact the home contact number to try and ascertain the reason for absence. If the absence continues to the second day then all contact information will be used to attempt to discuss the absence with the parent including a home visit if required. Should however the absence continue it will be followed up by the paid Education Welfare Officer.

The Parent Support Advisors will record telephone messages and any verbal explanations. These will all be dated.

Where concerns continue and/or a pupil has had 10 consecutive days or more of unauthorised absence from school and no contact is made, a referral will be made to the Local Authority Education Welfare Service under Children Missing Education/attendance procedures. Where it is suspected that a pupil may be at risk of Female Genital Mutilation (FGM), sexual exploitation, radicalisation, or is a runaway or young carer safeguarding procedures will be followed. Local Authority attendance procedures will be followed in relation to poor attendance, school transfers, exclusions and pupils who are dual registered and attending alternative educational provision.

Where a pupil is present for registration but then has to attend an appointment, the School need take no action beyond the staff in school recording the fact on schools signing out system for the purpose of emergency evacuation. The pupil although registered is not physically present.

Similarly the School must note the presence of a pupil (again for emergency evacuation) who was not there when the register was being taken but returns later from an appointment.

When making appointments we ask parents to make these, where possible, before or after school hours however if this is not possible we expect your child to be in school before and after the appointment to minimise the impact on their education.

LEAVE OF ABSENCE IN TERM TIME FOR FAMILY HOLIDAY - We will not authorise leave of absence for the purpose of a family holiday apart from in the most **exceptional of circumstances**. Any leave of absence request that is declined by the Head Teacher may result in the school Attendance Officer issuing a warning letter and subsequent unauthorised absence may result in a referral to the Local Authority for the issue of a Penalty Notice.

Leave of absence during term time is at the Head Teachers' discretion and should not be considered a parental right. Decisions made in relation to leave of absence, whether granted or not, will be applied equitably and consistently.

The Pupil Registration Regulations 2013 state that Head Teachers may not grant any leave of absence unless there are **exceptional circumstances**. The legislation makes it clear that parents do not have an automatic right to take their child out of school for holidays in term time.

Parents are strongly urged to avoid making requests for leave of absence for the purpose of a family holiday during term time due to the disruption and impact of the missed education on the child.

For your information a leave of absence in term time for a family holiday is not considered exceptional circumstances.

If parents feel that **exceptional circumstances** apply then they should complete a Leave of Absence form at least **four school weeks before the first day of absence** and must state in full their reasons for the absence, why they feel it is essential that it takes place during term time and if appropriate accompanied by evidence. An example of evidence in the case of a family holiday being a letter from an employer on letter headed paper, which states the reason why the applicant is unable to take a Leave of Absence for a family holiday during school holidays.

The leave of Absence form can be obtained from the main office. It should be completed and returned to the office for the attention of the Head Teacher for individual consideration. The PSA will inform the parent of the decision.

At Beech Grove Primary School, exceptional circumstances have been determined as:

- Any exceptional circumstances arising at the Head Teachers discretion

Late submission of leave of absence forms or leave of absence taken without school's knowledge / permission may also be subject to procedures.

Pupils who have 20 consecutive days of unauthorised absence may be at risk of losing their school place.

There are 13 weeks in an academic year where school is closed and family holidays can be taken at this time.

Parents have been made aware that it is the Local Authority who will decide to issue Penalty Notice fines to parents for leave of absence or poor attendance, unauthorised absence. Currently the Penalty Notice amounts are £60 per child for each parent where the fine is paid within 21 days, and £120 per child for each parent where the fine is paid between the 21st day and the 28th day. Parents should be aware that this means a family of 2 parents and 2 children will be fined £240 if the fine is paid within 21 days or £480 if the fine is paid from 21-28 days. For families with 3 children, these amounts would be £360/£720.

If the penalty notice is not paid in full by the end of the 28th day period, then the Local Authority will either prosecute for the offence to which the notice applies or withdraw the notice.

Should the Local Authority decide to proceed to a Magistrates Court.

For parents who fail to secure their child's regular attendance at a school, there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.

CATEGORISING ABSENCE - Our policy in general with the categories of absence cannot cover every eventuality. It will be necessary on occasion to exercise reasonable discretion when investigating some absences.

Some Key Points:

- Registered pupils of compulsory school age are required by law to be in school.
- Whilst it is right that schools and Academies should recognise that individual pupils and families have problems the aim should always be to expect regular attendance.
- Lateness should be actively discouraged.
- Where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming (for whatever reason) it must be treated as unauthorised and the register recorded accordingly.
- Schools are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered.
- Explanations such as minding the house, birthdays, looking after other children, or shopping trips within school hours will not normally be acceptable reasons for absence.
- Even when an absence is authorised, schools should be alerted to emerging patterns of absence which may seriously disrupt continuity of learning.
- In promoting regular attendance, schools should work closely with appropriate education department staff.

PUNCTUALITY - *It is Beech Grove Primary School's policy to actively discourage late arrival. School starts promptly at 8.45am. School doors are open from 8.35am and pupils are expected to be in class and ready to learn by 8.45am. School gates close at 8.50am sharp.*

A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others. In recognition of local circumstances (such as bad weather), we may keep registers open for a reasonable period.

Pupils arriving after close of registration may be recorded as "U" unauthorised absence.

For registration to mean anything at all, a firm line must be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

Where a pupil does arrive late and misses registration, his or her presence on site will still need to be noted. Anyone arriving late must report to the office and provide the reason for absence. Office staff and the PSA's will be there to challenge the lateness. Office staff will amend the child's presence on the electronic register and in the late book.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances enquires may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. The PSA's or paid Education Welfare Officer may need to seek an early meeting with parents of pupils who persistently fail to arrive on time without valid reason whilst keeping the Head Teacher informed. If the parents do not have any valid reason for the child's persistent lateness the PSAs/paid Education Welfare Officer will follow statutory procedures.

ROLE OF THE PAID EDUCATION WELFARE OFFICER - At the time of writing this policy the School's Education Welfare Officer role is held by Mrs Josie Andrew of Education Welfare Ltd, with whom the school have a Service Level Agreement.

The role of our paid Education Welfare Officer is to:

- Liaise, where appropriate, between home and school.
- Investigate irregular attendance or lateness which may rise to concerns that a child may be at risk.
- Complete a regular weekly register check to analyse attendance data and cohorts to identify next steps
- Provide advice and support to parents through the initiation of attendance procedures.
- Work with children who are experiencing problems with attendance and/or punctuality, especially those who are preparing to transfer to secondary school.
- Assist school in raising attendance and reducing Persistent Absenteeism.
- Follow Local Authority/Government attendance procedures through to prosecution and possible court action if required.

REFERRAL TO THE LOCAL AUTHORITY EDUCATION WELFARE SERVICE - Referral to the Local Authority Education Welfare Service will be made in the following circumstances:

- The absence is unauthorised, regular and/or repeated and therefore affecting the child's education.
- Contact with parents has been attempted by telephone, letter, home visits and or meetings.
- The intervention by the School has failed to secure a pupil's regular punctual attendance.

Referrals can only be made after discussion with the Head Teacher. A referral form will be completed for each pupil and given to the Local Authority Education Welfare Service.

When making a referral to the Local Authority, the following information may be included:

- Action taken to date by the school.
- Parents/Pupils' attitudes towards the School and the School's intervention.
- Parental reasons for non-attendance.
- Action taken by the School to resolve any identified problems.
- Information regarding any special educational needs the pupils may have, academic attainments and support being provided by the school.
- Information regarding potential aggression from the parents.

ATTENDANCE PROCEDURES

Intervention at School Level

Stage 1 – Monitor

This section describes the role of school in relation to improving attendance. All pupils with less than 95% attendance are regularly monitored by the PSAs and paid Education Welfare Officer on a weekly basis.

The class teacher has primary responsibility for monitoring attendance of the pupils in the class group and for collecting notes explaining absence, maintaining an accurate register and informing the Head Teacher and PSAs with concerns about attendance and punctuality.

Beech Grove Primary School operates a first day response to absence system which is a statutory requirement, where this has failed to make contact, with the parent of the absent child, a home visit maybe the next step.

Stage 2 – Attendance Concerns

Home is contacted by phone if no reason for absence is received by the school office by **9.15am**.

A record is kept by the school of all contacts and conversations relating to reasons for absence from school.

Parents are encouraged to visit the school to discuss attendance and strategies *for improvement*, with the PSAs or the paid Education Welfare Officer.

Where attendance falls below 92% the paid Education Welfare Officer discusses the pupil with the school's PSAs and Head Teacher. The parent will be invited in to meet with the Education Welfare Officer where an Initial Assessment will take place. It is important to establish the reason for poor attendance, the general health of the pupil, home circumstances etc. *Where necessary Attendance Support Plans with targets will be put in place. The targets will be higher than their normal attendance rates and to be achieved over the stated timescale with no unauthorised absences recorded.*

The parent will then be involved in writing an Attendance Plan and given a target to improve the pupil's attendance,

Attendance for that pupil is then monitored for the duration of the plan and appropriate action taken if attendance remains a concern.

If attendance has not improved then options include:

- Contact home to discuss attendance either by letter or phone. If contacted by phone or in person areas of concern should be discussed with the parent and appropriate advice and support offered. For example, if the parent reports absence to be due to a recurring medical condition such as asthma the school could offer support by putting the parent in touch with the School Health Service and suggesting a referral be made.
- Referral to the Local Authority Education Welfare Service which may result in a Penalty Notice/ Legal Proceedings. The Local Authority will decide whether to issue penalty notice fines to parents or proceed to court.

The Education Welfare Officer will prioritise the list of pupils to be referred to the Middlesbrough Local Authority Education Welfare Service. These circumstances include:

- When Beech Grove Primary School despite several attempts by phone and also by letter is unable to make contact with the parent.
- If attendance continues to cause concern and the absence is unauthorised.
- When Beech Grove Primary School has offered all support available but attendance fails to improve.
- When the School has reason not to accept the parent's justification for absence on a regular basis.

REWARDING GOOD ATTENDANCE AND PUNCTUALITY

As well as taking appropriate action against parents who fail to secure the regular attendance of their children, we will take steps to reward good attendance and punctuality at Beech Grove Primary School. Attendance is discussed with the whole school in the Celebration Assembly every Monday.

Rewards and Incentives Include:

- Weekly Class Attendance Cups and certificates
- Weekly Punctuality Certificates and Roary the Lion toy
- Termly 100% Attendance Assembly
- Termly Attendance Draw for all pupils with 95% and above attendance
- Termly Attendance Parties for all pupils with 95% and above attendance

Attendance and punctuality is actively promoted to parents and children at Beech Grove Primary School through:

- Attendance Policy on School Website
- Weekly bulletin with information on whole school attendance and punctuality
- Attendance and Punctuality information on the Parents' Board in the School Entrance.

John Dixon, Head Teacher 18/07/2023