ATTENDANCE POLICY

Headteacher – Miss H Kearsley

2022-2023

Date written:	January 2023
Date approved if applicable:	
Date to review:	
Staff member responsible:	
Governor responsible (if applicable):	

Contents

1. Aims

At Hilton Lane Primary School we believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil because we believe in "Aiming High Together". Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to priorities cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents, local community and the Education Welfare Service to the end. We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance. Maintaining a high profile for attendance and punctuality Hilton Lane Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting and modelling high attendance and its benefits.

- Ensuring equality and fairness for all.

- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.

- Intervening early and working with other agencies to ensure the health and safety of our pupils.

- Building strong relationships with families to ensure pupils have the support in place to attend school

- We will also promote and support punctuality in attending lessons.

- Working collaboratively with other schools in the area, as well as other agencies.

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.

- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is **Mrs. Corrie,** and can be contacted via **hiltonlane.primaryschool@salford.gov.uk** Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002

- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](#)
- [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Having regard to 'keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly revised and updated.

The governor responsible for attendance is Vivienne Rogerson

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

3.3 The designated Attendance leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Issuing Fixed- Penalty notices, where necessary

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Family Liaison Officer (authorised by the headteacher) when to issue fixed-penalty notices

The designated senior leader responsible for attendance is **Emma Corrie** and can be contacted via **0161 921 1195 Email: hiltonlane.primaryschool@salford.gov.uk**

3.5

Staff are responsible for:

J Splaine- Nursery

B Parkinson- Reception

B Pilling- Year 1

H Jubb-Year 2

J McQuade Y3, N Ryan- Y4

 L Mullineux Y5

E Rounding & H Oliver Y6

Following this policy and ensuring pupils do so too.

Ensuring this policy is implemented fairly and consistently.

Modelling good attendance behavior.

Using their professional judgment and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am and 1pm.

3.6 School Office and Family Liaison

School office, Family Liaison officer and Learning Mentor staff will:

- Take calls/emails/do jo messages from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Family Liaison Officer in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day between 8:45am and 9am on time.

- Ensure that their children achieve a minimum attendance figure over 96%

- To send a Do Jo message or call the school to report their child's absence before9:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child

- Keep school up to date with work, home and mobile contact numbers, e-mail addresses and home addresses

- Ensure that, where possible, appointments for their child are made outside of the school day, i.e. dental check ups are made outside of school hours.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present

- Attending an approved off-site educational activity

- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry

- The reason for the amendment

- The date on which the amendment was made

- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9:00am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9:30 am. The register for the second session will be taken at 1pm and will be kept open until 1:30pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30 am or as soon as practically possible by messaging the office on Do Jo or calling the school staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Ensure a leave of absence during term time, in exceptional circumstances, is requested in writing to the Headteacher.

Parents should include:

First date of absences

Date of return to school

Duration

Parent/Carer signature and date

Contact detail, if different to the ones held on the school files

The details of the exceptional circumstances

The letter should be addressed to Miss Kearsley

Please beware leave of absences will be only considered in exceptional circumstances.

However, we encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Any child arriving after 9am must come into school via the main reception. It is the parent's responsibility to sign in their child.

- A child arriving after 9:30 am will receive a U code which is unauthorised absence. This is because more than half of the first lesson of the day has been missed.

- The school will send a text after 9:30 am each morning to those parent/ carers whose children are absent and we do not know the reason.

- After 3 late marks a punctuality concern stage 1 late letter issued

- After 10 late marks a Punctuality concern Stage 2 late letter will be issued.

- Failing all this school will be in contact with the EWO

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- The school will always follow up any absences in order to

- Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

- . Ensure the proper safeguarding action is being taken.

- Identify whether the absence is authorised or not.

- Identify the correct code to use to enter the data onto the school attendance system

- Where a pupil is absent for two school days in a row,

Where there is still failure to respond to school will call the emergency contact listed on the system in every effort to ascertain the whereabouts of the child/alert relatives if this is unsuccessful a home visit will be conducted by the attendance officer and the Learning Mentor or a member of the senior leadership team. This will be conducted as soon as is practicable on the second day of absences.

If the visit is not possible due to unforeseen circumstances in school, it will take place the following day unless the child is in school.

If there is no answer at the door a letter will be posted through the letterbox requesting contact with school as soon as possible.

Failing all this school will:

Contact the Education Welfare Officer Jo Reeves

- Inform Children Services

- Request a welfare Check by the police

- Where the school suspect a child is on holiday the attendance officer/ Family Liaison Officer will try to make contact by phone and may also visit the family home to verify the reason of absences

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

4.6 Reporting to parents/carers

The Family Liaison Officer (FLO), will speak to parents of pupils who are consistently late to ascertain if there is a reason for lateness and look at ways of trying to assist the family. If the problem continues a letter will be sent home and the Education welfare Services will be notified at our weekly consolation's meetings.

Problems related to pupil's attendance will be addressed by the FLO approaching the parents informally in the first instances but will be discussed with the Education Welfare Officer at their weekly consultation meetings.

Pupils attendance registration are attached to all school reports sent out to parent/ carers and staff shared attendance data with parents at parents' evenings.

Communicating the attendance policy to parents will be undertaken through regular newsletters and colour coded letters that are sent out at the end of every half term.

5. Authorised and unauthorised absence

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed

- Not attending school for any reason Authorised absence:

- An absence for sickness for which the school has granted leave

- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave

- Religious or cultural observances for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason

- Truancy before or during the school day

- Absences which have never been properly explained

- Arrival at school after the register has closed

- Absence due to shopping, looking after other children or birthdays

- Absence due to day trips and holidays in term-time which have not been agreed

- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

The school will inform the LA as part of their weekly consolations with the Education Welfare officer, of the details of pupils who fail to attend regularly, or who have missed 5 school days or more without authorisation. If a pupil's attendance drops below 85 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent. Parents/ carers must attend if a meeting is convened. Not complying with our school attendance policy may give rise to safeguarding concerns as it is a parent/ carer's duty to ensure their child is in school. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will follow the Local Authority policy for children missing in education. Please be aware if a pupil's attendance causes significant concern, the school may move straight to a formal meeting or request the support of the EWO immediately to ensure swift action is taken to support the child to be in school.

5.1 Approval for term-time absence

Family holidays should not be taken in term time

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

> Other possible 'exceptional circumstances' where the head teacher may grant term-time holiday e.g. funeral

> Please note that a 'valid reason' does not always mean that the absence will be authorized.

5.2 Legal sanctions

 The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

• Holding a formal attendance Panel meeting with parents and EWO.

• Working with the LA to put a parenting contract or an education supervision order in place.

 • Engaging children's social care where there are safeguarding concerns. Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct. Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 if paid within the 21 days, failing to do so will lead to a payment of £120 per child per parent/carer. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher or local authority.

The decision on whether or not to issue a penalty notice may consider:

- The 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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

At Hilton Lane Primary school we believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil because we are "Aiming High together" in order to achieve the minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

Rewarding good attendance such has certificates during celebration Assemblies.

Certificates will be given termly from December onwards for 100% attenders.

100% attendance will be rewarded a badge to wear the next academic year.

Hilton Lane attendance expectations and procedures displayed on entry to the school – visible to all parent/ carers.

To promote and value good attendance expectations via class Do Jo parenting communication system.

To ensure the strategies of the school attendance policy are adhered to by all staff.

7. Attendance monitoring

The attendance officer Mrs. Corrie will monitor and analyse attendance data weekly with the consultation of the Education Welfare Officer to ensure that intervention is delivered quickly to address habitual absence at the first signs looking at historic and emerging patterns of attendance and absences, and then develop strategies to address these patterns.

 The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.

- Individual year groups.

- Individual pupils.

- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.

- Patterns of certain codes used.

- Particular days of poor attendance

- Historic trends of attendance and absences

- Barriers to attendance.

- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.

- Pupils at risk of PA. The attendance officer will conduct a thorough analysis of the above data on a **half termly and full-year basis** to identify patterns and trends. This will include identifying, for each group:

- Patterns of certain codes used.

- Particular days of poor attendance.

- Historic trends of attendance and absence.

• Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future. The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data. The school will also benchmark its attendance data against local-, regional- and national level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

> Provide regular attendance reports to Governors, and other school leaders, to facilitate discussions with pupils and families

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

• Use attendance data to find patterns and trends of persistent and severe absence

• Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. These meetings will be held wit the Education Welfare Officer and Mrs. Corrie Attendance Lead.

• Provide access to wider support services to remove the barriers to attendance, such has breakfast club and parenting support.

• The Early intervention of escalation process is followed so timely letters are sent highlighting attendance concerns and need for improvement with close monitoring.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum reviewed annually by Emma Corrie, Attendance lead Family Liaison Officer and the Head teacher Hayley Kersley at every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to

		exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |