



## **Wingfield and Winterhill Learning Community ATTENDANCE AND PUNCTUALITY POLICY**

**In light of the recent government announcement, CCAT schools, alongside WWLCP are developing a new policy for 2022-23.**

This policy has been developed in conjunction with DfE and LA Guidance. The policy outlines procedure and practice for Redscope Primary School in collaboration with schools within the Wingfield and Winterhill Learning Community Partnership.

Wigfield and Winterhill Learning Community Partnership is committed to providing an education of the highest quality for all students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High standards of attainment and achievement depend on good attendance.

Reference to Parent/Carer throughout this document also includes any person who has parental responsibility or who cares for children.

Reference to school throughout this document includes Redscope Primary School.

### **Aims and Principles of Good Attendance**

- ❖ The school is committed to maximising the achievement and there is a clear link between good attendance and educational achievement.
- ❖ Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- ❖ Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- ❖ A broad and balanced education is dependant on regular attendance at school/college.
- ❖ School will take appropriate action to promote and encourage good attendance.
- ❖ **Target 97% agreed with schools within Wingfield and Winterhill Learning Community Partnership.**

### **Statement of Expectations**

**What the school expects of the pupils:**

- ❖ To attend regularly.
- ❖ To arrive on time, appropriately prepared for the day.



- ❖ To report to reception office when late.

### What the school expects of the parents/carers:

- ❖ To fulfil their responsibility by ensuring their children attend school regularly and on time.
- ❖ For parents to inform the school any reason that will prevent their children from attending.
- ❖ To ensure that they contact the school on the first day their child is unable to attend and that their child returns to school with a valid reason for absence.
- ❖ To ensure their child arrives on time and is well prepared for the school day.
- ❖ To contact the school in confidence whenever any problem occurs that may keep their child away from school.
- ❖ To inform the school of any forthcoming appointments and, where possible, arrange appointments outside of the school day.

- Where appointments are booked for say 11 am pupils must attend school first. If the appointment is for say 9:30 am the pupil needs to return to school ASAP, where possible.

*If a pupil leaves the school premises for any reason during the school day, staff will ensure that this is recorded, (together with signing back in, if they return) to comply with Health & Safety Regulations.*

To ensure the continuity of all children's education, taking holidays during the school holiday period is encouraged. Only in exceptional circumstances will request of leave in term time be granted and will require a completed application in advance of the leave of absence.

#### **It is not an entitlement to take a holiday in term time.**

The Education (Schools and Further Education) Regulations 1981 states that schools have a discretionary power for leave to be granted for the purpose of a family holiday or an annual holiday in term time. Such permission is granted in accordance with the arrangements made by the Governing Body.

No parent can demand leave of absence for the purpose of a family holiday by right.

Leave will not be granted during school transition periods (July and September) and during external examination periods.

Leave will only be granted where there is an exceptional circumstance AND the child's attendance is above 95%.



Please note that only five authorised school days (at the Head's discretion), per year will be allowed in exceptional circumstances, a return date will be given, failure to return before or on this date may result in further action.

A Fixed Penalty Notice can be issued in cases of unauthorised absence.

### Fixed Penalty Notices

- Once your child is registered at school you are responsible for making sure that they attend regularly.
- If your child does not attend school regularly you can be prosecuted and fined up to £2,500. As an alternative, the Council may supervise the family under the terms of an Education Supervision Order, for at least a year or until attendance improves to a satisfactory level.
- The Early Help will consider the issuing of Fixed Penalty Notices in respect of unauthorised holidays in term time at the Local Authority Fixed Penalty Notice Panel. All FPNs will be referred to them. As with all Rotherham schools, the only exceptional circumstance is where a child has a parent in the armed services.
- A Fixed Penalty Notice will involve parents paying a fine, currently set at £60 (per parent, per child, per week) if paid within 21 days or £120 (per parent, per child) if paid after 21 days but within 28 days.
- The issue of a Fixed Penalty Notice will be by post.
- The Education Welfare Service will respond to all requests within 10 school days of the case being heard at the Fixed Penalty Notice Panel.

### What Parents and pupils can expect of the school

- ❖ A broad and balanced education that is dependant on regular attendance at school.
- ❖ The encouragement and promotion of good attendance.
- ❖ Efficient and accurate recordings of attendances and punctuality.
- ❖ First day contact with parents when a pupil fails to attend school.
- ❖ Any barriers to attendance, dealt with efficiently.
- ❖ Close liaison with the attendance team to assist and support families where needed.



- ❖ Notification to parents/carers of attendance through reports home.
- ❖ When a pupil's attendance falls below 95% in a term, parents will be sent a letter \* saying that their child's attendance is of concern and support will be offered to improve attendance, also saying that failure to attend school regularly and on time could result in prosecution under section 444 of the Education Act. If there is no improvement parents/carers will be required to meet with the Attendance Panel. \*(Appendix 1)

## Understanding Different Types of Absence

Only school/college can authorise absence as authorised or unauthorised, not parents. This is why information about the cause of any absence is always required to ensure a pupil's/student's attendance is correctly categorised.

**Authorised absences** are mornings or afternoons away from school/college for an acceptable reason, for example: illness and/or medical/dental appointments which unavoidably fall in the school/college day, emergencies or other unavoidable reasons.

**Unauthorised absences** are those which the school/college does not consider to be reasonable and for which no "leave" has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings. This includes:

- Parents keeping children away from school/college unnecessarily
- Truancy before or during the school/college day
- Absence that has never been properly explained
- Pupils/students who arrive in school/college too late to receive their mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time that have not been agreed

Whilst most pupils/students will be away from school/college because of illness, some individuals can be reluctant to attend. Any such problems with regular attendance are best resolved between the school/college and the family. If a parent thinks their child is reluctant to attend school/college then we encourage the family to work with all involved to understand the root problem. When necessary we engage the support of other agencies such as the School Nurse and Education Welfare Service.

- Each day counts for two (am/pm) marks of attendance or absence.

## ATTENDANCE PROCEDURES

### Registration Procedure

- ❖ Foundation Stage sessions are 8.55 until 11.55 each morning and 12.15 until 3.15 in the afternoon. However, alternative timings may occur where parents have arranged to add to their 15 hours entitlement in FS1 using Wrap Around provision.
- ❖ Key Stage 1 registration begins at 8.45 each morning and at 13.00 in the afternoon
- ❖ Key Stage 2 registration begins at 8.45 each morning and at 1.30 in the afternoon



- ❖ Registers will be taken in each class at 8.45 prompt
- ❖ Class teachers should insert a mark for every pupil whether it is a present mark or an absent mark. All marks must be made accurately on the Arbour electronic data system.
- ❖ Staff should be in their classroom 10 minutes before the start of the Registration period.
- ❖ If pupils arrives after 8.55 and after 12.15, 1:15 or 1.30 (whichever being in accordance with the year group) they will be deemed to be late and will have to report to the school office to register attendance. The pupil will be issued with a late slip which will be collected by the teacher when the child arrives in class.
- ❖ The morning register closes at 10.30am after which it will be recorded as an unauthorised absence. Unless a medical appointment has been attended, whereas a medical mark will be made.
- ❖ The register will be sent to the school office immediately after morning and afternoon registration to allow for perusal by the Attendance Officer.

## Responding to Lateness

- ❖ Pupils arriving after morning or afternoon registration will report to the school office, where the electronic system will be filled in with the time and reason for the lateness. After 5 recordings of lateness letter 1 of the punctuality section will be sent, after a further 5 recordings of lateness a second letter\* will be sent. If no improvement is seen following the second letter a further letter will be sent to the parents/carers. If there is still no improvement parents/carers will then be invited to an attendance panel meeting.
- ❖ From time to time the Early Help **Officer** will do a 'Late Gate'.

\*(Appendix 2)

\*\* (Appendix 3)

Pupils who are late at our primary schools will be issued with a late slip that is collected by the class teacher and discussed at the parent/teacher interview. Early Help will become involved where there are constant issues around lateness.

## Response to Attendance Issues

- ❖ The Wingfield Learning Community Partnership action plan to improve attendance will be reviewed each term.
  - ❖ The Wingfield Learning Community Partnership will identify and monitor pupils/students whose attendance gives cause for concern. This being 95% or less.
  - ❖ Returns on persistent absences will be made to the Local Authority each half term.
  - ❖ Appropriate strategies will be employed in order to address the attendance of individual pupils/students.
- After long periods of absence reintegration procedures will be followed.



- ❖ Attendance data will be collected, analysed and monitored. The Wingfield Learning Community Partnership will respond to any areas of concern identified.

THIS POLICY WILL BE REVIEWED ANNUALLY.

| REGISTER CODES | CODE | DESCRIPTION                                                                          | MEANING                             |
|----------------|------|--------------------------------------------------------------------------------------|-------------------------------------|
| /              |      | Present (AM)                                                                         | Present                             |
| \              |      | Present (PM)                                                                         | Present                             |
| B              |      | Educated off site (NOT Dual registration)                                            | Approved Education Activity         |
| C              |      | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence                  |
| D              |      | Dual registration (i.e. student attending other establishment)                       | Approved Education Activity         |
| E              |      | Excluded (no alternative provision made)                                             | Authorised absence                  |
| F              |      | Extended family holiday (agreed)                                                     | Authorised absence                  |
| G              |      | Family holiday (NOT agreed or days in excess of agreement)                           | Unauthorised absence                |
| H              |      | Family holiday (agreed)                                                              | Authorised absence                  |
| I              |      | Illness (NOT medical or dental etc. appointments)                                    | Authorised absence                  |
| J              |      | Interview                                                                            | Approved Education Activity         |
| L              |      | Late (before registers closed)                                                       | Present                             |
| M              |      | Medical/Dental appointments                                                          | Authorised absence                  |
| N              |      | No reason yet provided for absence                                                   | Unauthorised absence                |
| O              |      | Unauthorised absence (not covered by any other code/description)                     | Unauthorised absence                |
| P              |      | Approved sporting activity                                                           | Approved Education Activity         |
| R              |      | Religious observance                                                                 | Authorised absence                  |
| S              |      | Study leave                                                                          | Authorised absence                  |
| T              |      | Traveller absence                                                                    | Authorised absence                  |
| U              |      | Late (after registers closed)                                                        | Unauthorised absence                |
| V              |      | Educational visit or trip                                                            | Approved Education Activity         |
| W              |      | Work experience                                                                      | Approved Education Activity         |
| X              |      | Non-compulsory school age absence                                                    | Not counted in possible attendances |
| Y              |      | Enforced closure                                                                     | Not counted in possible attendances |
| Z              |      | Student not yet on roll                                                              | Not counted in possible attendances |
| #              |      | School closed to students                                                            | Not counted in possible attendances |