



SOUTHWICK CE PRIMARY SCHOOL

## **POLICY STATEMENT - ATTENDANCE**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Southwick Primary School fully recognises its responsibilities to ensure that pupils are in school and on time, therefore having access to learning for the maximum time available.

Our policy applies to all children; this policy is made available to all parents/carers of pupils who attend our school via our school website and has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures outlined in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

### **Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance. Through this Policy we aim to:

- improve pupils' achievement by ensuring high levels of attendance and punctuality;
- achieve a minimum of 96% attendance for all children, apart from those with chronic health issues;
- create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school;
- raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education;
- work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence;
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties;
- recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- raising awareness of attendance and punctuality issues among all staff, parents and pupils;
- ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually;

- maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters;
- developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness;
- supporting pupils/families who have been experiencing any difficulties at home or at school which are preventing good attendance;
- developing and implementing procedures to follow up non-attendance at school.

## **Definitions**

### **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences, including illness, supported by parents will be classified as authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school, therefore an absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- maintain appropriate registration processes as required by law thus providing daily records which give detail of any absence and lateness;
- collect appropriate attendance data;
- communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils;
- follow up absences and persistent lateness if parents/carers have not communicated with the school;
- inform parents/carers what constitutes authorised and unauthorised absence;
- strongly discourage unnecessary absence through holidays taken during term time by applying penalty notices in line with DfE expectations;
- work with parents to improve individual pupils attendance and punctuality;
- refer any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve to the Educational Welfare Service ;
- report attendance statistics to Wiltshire LA and the DfE when requested;
- staff should be aware that they must raise any attendance or punctuality concerns with the Headteacher.

## **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class teacher**

Class teachers are responsible for:

- keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and informing the Head where there are concerns ;
- emphasising with their class the importance of good attendance and promptness
- following up absences with immediate requests for explanations which should be noted on the online register;

- Discussing attendance issues at parents evenings where necessary

### **Headteacher**

The Headteacher is responsible for:

- overall monitoring of school attendance including trends in authorised and unauthorised absence;
- contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues;
- monitoring individual attendance where concerns have been raised;
- making referrals to the Education Welfare Service and providing reports and background information to inform discussion with the school's EWO;
- liaising with other professionals to determine potential sources of difficulties and reasons for absence.

### **Administration staff**

The Admin Officer is responsible for:

- collating and recording registration and attendance information;
- taking and recording messages from parents regarding absence;
- ensuring the Absence/Late Book is completed;
- contacting parents of absent children where no contact has been made;
- recording details of children who arrive late or go home;
- keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher;
- sending out standard letters regarding attendance.

### **Parents**

Parents/Carers are responsible for:

- ensuring that their child attends school regularly and punctually unless prevented from doing so by severe illness or attendance at a medical appointment;
- contacting the school office on the first morning of absence;
- informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter);
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### **Registration**

All the school doors open at 8.35 am (when the bell goes) to enable all pupils to enter their classroom and be ready for the register to be called at 8.45. Children arriving after the last name on the register has been called will be marked as Late. Children arriving after 9am will be marked as unauthorised for the morning session.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher at 8.45am and at 1.00pm. All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

### **Lateness**

Once the doors are closed at 8.45am, the only way to get into school is via the school office. Any pupil who comes into school this way will be marked as late/unauthorised in the attendance record. Children who have attended an early dentist or doctor's appointment and subsequently come to school later will have the absence recorded as a medical absence if there was no opportunity to attend school prior to the appointment.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues through a school attendance meeting.

## **ABSENCES**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence (Attendance Code O)

## **First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. The Admin Officer checks all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

## **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

## **Parental Request for Absence from School for Holiday**

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied that exceptional circumstances exist.

### **Addressing Attendance Concerns**

The school expects attendance of at least 96%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school we rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of these. Initially concerns are raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and where possible, support will be offered by the school to help improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

The Education Welfare Service (EWS) will issue penalty notices to parents where there has been a referral to EWS from the school as part of the school's processes to address poor attendance patterns.

In addition, education-related parenting orders are available by direct application by a school or LA to the Magistrates' Court as an ancillary order following a successful prosecution by the LA for irregular attendance or breach of a school attendance order.

The Education Welfare Officer visits the school regularly to check and monitor attendance. She carries out regular register checks to identify children with low attendance (usually below 85%) and works with the school to improve attendance and may issue fixed penalty fines if attendance support meetings held by the school do not improve attendance.

### **Monitoring Attendance**

Our office staff, have the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software. Regular meetings are held with the Headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

### **Attendance and Covid-19**

This document is an addendum to the non-statutory [school attendance: guidance for schools](#). It replaces temporary guidance documents on recording attendance during the outbreak.

For ease of reference, it explains and illustrates changes made to regulations<sup>[footnote 1](#)</sup> governing school attendance registers in relation to coronavirus (COVID-19) from 24 August 2020 for use in the 2020 to 2021 academic year. It should be read in conjunction with the wider guidance document which gives advice on other usual attendance duties and processes that remain in force.

### **Attendance expectations**

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

### **New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)**

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, we have made changes to the regulations<sup>[footnote 2](#)</sup> governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'.

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)<sup>[footnote 3](#)</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

### **Attendance codes**

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the [attendance guidance](#)), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X<sup>[footnote 4](#)</sup>
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 10 days from the day after contact with the individual who tested positive. Code X should be used during this period.

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [NHS test and trace](#) guidance.

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 10 days from the day after contact with the individual who tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive. Code X should be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

View guidance on [how to self-isolate when you travel to the UK](#).

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine<sup>[footnote 51](#)</sup>. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

Pupils who are clinically extremely vulnerable when shielding is advised

Read [guidance on shielding and protecting extremely vulnerable persons from COVID-19](#) for advice on whether clinically extremely vulnerable pupils are advised to attend school or not.

If shielding has been advised nationally or in a local area by DHSC or PHE, then pupils who are clinically extremely vulnerable are advised not to attend school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

### **Local or national lockdown**

If rates of the disease rise locally or nationally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local or national lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

### **Remote education**

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

### **Data collection**

Collection of school attendance data as part of the school census will resume in January 2021, collecting data for the autumn term 2020. Subject to the necessary legislation being made, from January 2021, the census will collect attendance codes in addition to absence codes.

Further information will follow on what, if any, additional attendance data will be required during the 2020 to 2021 academic year to monitor the impact of coronavirus (COVID-19) and support the government's planning.

1. [The Education \(Pupil Registration\) \(England\) \(Coronavirus\) \(Amendment\) \(No. 2\) Regulations 2020](#)
2. [The Education \(Pupil Registration\) \(England\) \(Coronavirus\) \(Amendment\) \(No. 2\) Regulations 2020](#)
3. And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there.
4. Code X is not counted as an absence in the school census. ↩
5. [The Health Protection \(Coronavirus, International Travel\) \(England\) Regulations 2020](#)