Attendance Policy
Warren Farm Primary School

Date written by School	*October 2022*
Date adopted by School	*15 December 2022*
Date to be reviewed by School (This policy will be reviewed at least biannually)	*September 2024*

This policy is available on our website

You can ask for a paper copy of this policy at the main office

Contents

Role	Designated Person	Contact details
Senior leader responsible for attendance	Mrs Nandhra	0121 373 3885 office@warrenfarm-primary.co.uk
Contact for day-to-day attendance queries	Mrs Houghton Miss Allcock	0121 373 3885 office@warrenfarm-primary.co.uk
Contact for for detailed support on attendance	Miss Garey	0121 373 3885 office@warrenfarm-primary.co.uk

Statement of Intent

At Warren farm School we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We are committed to:

- 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 him/her to receive efficient full-time education suitable –
  - to age, ability and aptitude, and
  - to any special educational needs he/she may have
  - either by regular attendance at school or otherwise.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010 and the UN convention on the rights of a child.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2021) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Improving school attendance'

This policy will be implemented in conjunction with the Behaviour Policy, the Complaints Policy and the Child Protection and Safeguarding Policy.

Roles and Responsibilities

The Governing body have overall responsibility for:

- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Ensuring there is a Children Missing Education procedure in place and that this is regularly reviewed.

The Head Teacher is responsible for:

- Implementation and management of this policy.
- Monitoring attendance and ensuring high and/or increased levels of attendance are maintained.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy
- Having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children.

The Deputy Head Teacher is responsible for:
- Reviewing and updating the policy bi-annually to ensure it reflects local school procedures
- Monitoring attendance and action planning to promote and improve attendance and punctuality
- Keeping parents informed of their child's attendance and any changes to attendance policy and procedure.
- Ensuring that they keep abreast of changes in legislation and undertake CPD to ensure best practice.

Staff are responsible for:
- Following this policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Monitoring attendance and promptly discussing any concerns over attendance with parents and students.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

Parents are responsible for:
- Ensuring that their children attend and stay at school.
- Ensuring that their children arrive at school on time, appropriately dressed and ready to learn.
- Instilling in their children an appreciation of the importance of attending school regularly.
- Ensuring that they are aware of the attendance policy of their children's school.
- Impressing upon their children the need to observe the school's code of conduct.
- Working in partnership with their children's school to resolve issues which may lead to non-attendance.
- Notifying the school if their child is absent. This should be done on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed when the child returns to school.
- Avoiding arranging medical/dental appointments during school hours.
- Avoiding booking holidays during term time.
- Contacting the school following procedures detailed below prior to any known, unavoidable term-time absence.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.

● Updating the school if their details change.

Pupils are responsible for:

● Attending school, on time, prepared and ready to learn.
● Attending all expected lessons

Definitions

Absence	● Arrival at school after the register has closed. ● Not attending school for any reason.
Authorised Absence	Authorisation is granted for absence at the discretion of the school, in compliance with legislation and guidance. It could be granted for: ● Sickness. ● Medical or dental appointments which unavoidably falls during school hours. ● Religious or cultural observances (up to two days per year). ● An exceptional family emergency.
Unauthorised Absence examples	● Parents keeping children off school unnecessarily or without reason. ● Truancy ● 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. ● Day trips and holidays in term-time which have not been agreed. (These will only be authorised in exceptional circumstances in compliance with legislation and at the discretion of the school) ● Leaving school with no explanation during the day.
Persistent Absenteeism (PA)	Missing 10 percent or more of schooling across the year for any reason, regardless of authorisation.
Severe Absenteeism (SA)	Missing more than 50 percent of schooling across the year for any reason, regardless of authorisation.

Absence Procedures

● Parents should contact the school as soon as possible on the first day of their child's absence to explain why they were absent
● A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If the school is unable to make contact with the parent/ carer, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family who could reasonably be expected to be able to advise of the pupil's whereabouts.

- The staff member will encourage the attendance of any pupil that they believe should be able to attend.
- On the third day of absence the office will ring and speak to the child. This will be recorded in the attendance book.
- If the child has not returned by the 5th day of absence a home visit may be made to do a safe and well check where the child should be physically seen.
- If no contact has been made with the family after 3 days, a home visit will be carried out. If the home visit results in no contact made with the child and parents the police may be contacted to conduct a safe and wellness check.
- In circumstances where medical evidence has been provided linked to the absence these procedures may vary. This will be at the discretion of the headteacher.
- In the case of persistent absence and severe absence, arrangements will be made for parents to speak to the attendance staff. The school will inform the Local Authority (LA), on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.
- 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 contact the Local Authority and follow the 'Child Missing Education' guidance.
- Where there are concerns that the absence of a child constitutes a risk of harm, safeguarding procedures will be followed as per the Safeguarding Policy.

Attendance Register

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are present or absent.

The school uses the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. Detailed advice on the use of these registration codes can be found at: www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance

Please see Appendix A for further details of Registration Codes.

School Times and Registration Times

The school opens for pupils at 08:40 for all pupils (08:30 for Nursery pupils)

Timetable for the day:

08:00 - 8:40 Breakfast Club (doors close at 8:30)
08:30 Nursery start of school day a.m
08:40 Gates open
08:50 Gates close
09:00 Registration closes (children arriving after 9:00 will be marked LATE)
10:20 - 10:40 Playtime (Reception/LKS2)
10:40-11:00 Playtime (LKS1/UKS2)
11:30 Hometime for Nursery
11:30-12:30 Lunchtime (Reception)
12:00 - 13:00 Lunchtime (Yrs 1-6)

12:30 Nursery p.m
15:20 Hometime for Reception children
15:20 Hometime for Key Stage 1 (Years 1 and 2)
15:20 Hometime for Key Stage 2 (Years 3, 4, 5 and 6)
15:30 All doors closed (end of school day Nursery)
15:30 -16:30 After School Clubs
15:30 -17:00 'Allsorts' After school club

In the morning, the registers are taken between 9:00am and 9:05am by class teachers. In the afternoon the registers are taken at 1:00pm for pupils in KS1 and KS2. Registers close at 9:35am in the morning and 1:45pm in the afternoon. Any pupils that arrive after these times will be recorded as 'late after the register is closed' which is an absence mark. (See DfE coding in Appendix A).

Pupils At Risk of Persistent Absenteeism (PA)

The school will:

- Track attendance data in school at least half termly to target key groups of pupils needing support.
- Use a range of evidence-based interventions to address barriers to attendance.
- Rigorously, fairly and supportively use agreed escalation procedures including:
  - Sending letters to parents
  - Having a regular review
  - Engaging with LA attendance teams
  - Using fixed penalty notices
  - Holding parental meetings
- Hold attendance reviews and panels in line with escalation procedures.
- Ensure pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.
- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils and parents to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead regular check-ins with pupils to review progress and the impact of support
- Make regular contact with families to discuss progress.

Punctuality

The school will:

- Actively encourage high levels of punctuality.
- Monitor and follow up on lateness.
- Promote school times and the time of registers opening and closing through newsletters and the website.
- Not keep a register open for the whole session.
- When a pupil arrives after the register has closed and a parent provides a satisfactory explanation, he/she will be marked as 'authorised absent' for that session using the correct code.

- When a pupil arrives after the register has closed and the parent fails to provide a satisfactory explanation, he/she will be marked as 'unauthorised absent' for that session. (Code U)

Term Time Leave of Absence

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

- The Headteacher will be unable to authorise holidays during term-time
- The headteacher will be only allowed to grant a leave of absence in highly exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- Any requests for leave during term-time will be considered on an individual basis
- Requests for leave will not be granted Immediately before and during assessment periods.
- If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

A leave of absence form can be requested at the main office. Leave of absence forms must be submitted in advance of at least 14 days (2 weeks). The Headteacher or a member of the attendance team will request a conversation about any leave of absence.

Missing Children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.

The following procedures will be taken in the event of a pupil going missing whilst at school::

- The member of staff who has noticed the missing pupil will inform Mrs Nandhra (Deputy Headteacher) immediately.
- A member of staff will stay with the rest of the class, and all available members of staff will conduct a thorough search of the school premises as directed by a member of the senior leadership team.
- Staff will then search the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- The parents of the pupil will be notified immediately.
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the pupil has been located

- The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred
- Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

Appointments

As far as possible, parents should attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a hospital letter or appointment card should be presented to the school office

If the appointment requires the pupil to leave during the school day, they will need to be signed out at the school office by a parent.

Pupils should attend school before and after the appointment wherever possible.

Part-Time Timetables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs.

- Any part- time timetable will be time-limited and will not be treated as a long term solution.
- Part-time timetables will only be made with parental agreement and in compliance with the Safeguarding Policy.
- The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Rewarding Good Attendance

The school acknowledges good attendance in a number of ways:

- Warren Farm weekly attendance assembly celebrates whole class attendance
- Certificates and rewards termly for good attendance
- Attendance Focus Fortnights and weeks with rewards
- Spotlight on attendance competitions throughout the year
- Rewards workshops for good attendance held throughout the year

Penalty Notices

Parents whose children fail to attend school regularly are committing an offence (Section 444 Education Act 1996). A Fixed Penalty Notice may be issued where there is overt truancy, inappropriate parentally-condoned absence, unauthorised holidays in term-time and persistent late arrival at school. In such cases, the school will:

- In the first instance, issue a warning to parents and allow them 15 days to improve the situation.
- Follow this first warning with a formal written notification, explaining that actions may be taken.
- Submit an application to issue a penalty notice to the Local Authority.
- Notices may be issued to each parent liable for the offence. Penalties are paid to the Local Authority.

For full information on penalty notices, please contact the Local authority here.

Appendix A: Attendance Register Codes

Present Codes

Code	Name
/	Present am
\	Present pm
B	Educated off site
J	Interview
P	Approved, supervised sporting activity
V	Educational visit
W	Work experience
L	Late before the registers have closed

Authorised Absence Codes

Code	Name
I01	Illness - non covid related
I02	Illness confirmed case of coronavirus (COVID-19)
M	Medical appointments (when unable to book them out of school hours)
H	Family holiday - agreed
E	Excluded
R	Religious observance
S	Study leave
T	Traveller absence
C	Other authorised circumstances

Unauthorised Absence Codes

Code	Name
O	Unauthorised other absence
U	Late after the registers have closed

Not Counted in Attendance or Absence Figures

Code	Name
X01	Non-compulsory school age absence
X02	Pupil self-isolating with CV-19 symptoms
X03	Self isolating due to contact with CV-19 case in school.
X04	Self isolating due to contact with CV-19 case outside school.
X05	Self isolation due to quarantine on return from non-exempt country.
X06	Pupil advised to self isolate by medical professional
X07	Pupils advised by the government not to attend.
Y	Unable to attend due to exceptional circumstances
#	Planned whole or partial school closure
D	Dual Registered
Z	Not on roll

Appendix B: Attendance and the Coronavirus (CV-19) Pandemic

From September 2020, all pupils were required to attend school. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest government guidance to set out the additional measures that have been put in place to support pupils' attendance at school.

The school will have due regard for the DfE's 'Recording attendance during the coronavirus (COVID-19) outbreak' guidance when recording attendance during the pandemic.

Attendance expectations from September 2020
- As of September 2020, attendance is mandatory for all pupils
- From September, 2020 the usual rules on school attendance (as set out in the main body of this policy) apply, including:
  - Parents' duty to ensure that their child attends school regularly.
  - The school's responsibility to record attendance and follow up absence, in line with the procedures in the main body of this policy.
  - The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

Shielding or self-isolating pupils
- Shielding advice for all adults and children paused on 1 August 2020. This means that pupils who were shielding and pupils with family members who are shielding should now have returned to school.
- Pupils who remain under the care of a specialist health professional should discuss attendance requirements with their health professional. Parents should inform the school of any particular measures that need to be in place to ensure their child can safely be in school.
- The school understands that there will be occasions where some pupils may not be able to attend school due to coronavirus, including for the following reasons:
  - They are self-isolating with symptoms of coronavirus or a positive test result themselves.

- ○ Rates of coronavirus in the local area have risen and certain individuals are asked to temporarily shield.
- ○ Absences relating to pupils following clinical and/or public health advice will be authorised or not included in attendance data dependent on circumstances.
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be offered access to remote learning and will receive regular safe and well checks from staff.

Reluctance to return to school
- Parents should contact the school if they have concerns about their child returning to school after isolation.
- If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school and to set up pastoral support for the pupil.