



Newbottle and Charlton C.E. V.A. Primary School

Every Person Matters, Every Moment Counts

'I can do all this through him that gives me strength'

Charlton
Banbury
Oxon
OX17 3DN

Telephone/Fax:

(01295) 811480

Head Teacher:
Mr Peter Smith

Chair of Governors:
Lady Hayter

Email: bursar@newbottle.northants-
ecl.gov.uk

ATTENDANCE & PUNCTUALITY POLICY

| | |
|---|------------------------------|
| Adopted by the Governing Body on [Date]: | |
| Reviewed by: | School Improvement Committee |
| Date of committee review: | Nov 2022 |
| Chair of Governors Signature: | |
| Date of next review: | |



Newbottle and Charlton CEVA Primary School

Newbottle & Charlton CEVA Primary School seeks to create an environment that reflects our Christian ethos, providing safe, happy and challenging working conditions for all members of the school. This environment is exemplified by our school values and wheel with hope, dignity, wisdom and community at its hub.

Attendance and Punctuality Policy

Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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.

Roles and Responsibilities

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. It also holds the headteacher to account for the implementation of this policy.

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
- Issuing fixed-penalty notices, where necessary

Class teacher

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

School admin staff

School admin staff are expected to take calls from parents about absence and record it on the school system.

Parents/carers

- It is the legal responsibility of every parent/carer to ensure his/her child attends school regularly and punctually
- Must contact the school without delay to report any absence
- Ensure that the school has up to date contact details
- Adhere to the policy with regard to holiday absence
- Ensure children have a good attitude to learning and attendance

Recording attendance

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

See appendix 1 for the DfE attendance codes.

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 8:50 on each school day.

The register for the first session will be taken at 8:50 and will be kept open until 9:05. The register for the second session will be taken at 1:15 and will be kept open until 1:30.

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

The office where possible will record the reason for the late arrival. If a child persistently arrives late, the headteacher will address the issue with parents by means of letters and meetings.

Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9am or as soon as practically possible. Please phone and leave a message or email the school office to explain why your child will be absent and the estimation of the likely length of absence, as well as daily updates on the situation.

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.

The normal pattern of absence for sickness would be for consecutive days in a week rather than odd days in different weeks.

The aim would be for pupils to achieve a record of attendance with unbroken weeks (i.e. those where the pupil is marked present on all ten sessions); Regular, broken weeks are a cause for concern and will be followed up by the school.

Planned absence

Whilst absences are not encouraged there will be occasion when a request is needed to be made. Additional factors will be considered as to whether the absence will be granted as authorised. This includes current attendance figure, reason of absence, one off occasions and personal circumstance of request.

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. Please contact the school office to inform the school of a medical or dental appointment rather than the class teacher.

We do however 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.

For requests other than medical or dental, formal letters and or emails are expected to be sent to the headteacher which request the time off with reasons for the request. All of these requests will be responded to with a formal letter which details reasons why or why not the absence has been authorised/unauthorised. This must be made in a timely fashion with at least 2 weeks' notice given.

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by phoning the key contact phone numbers (see Missing in Education section for more details)
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Parents whose child's attendance is below 90%, or who displays a pattern within absence will be contacted by the school through the appropriate channel depending on the circumstance- phone call, letter or face-to-face meeting with the headteacher.

Reporting to parents

The school reports to parents/carers on their child's attendance record annually in the written end- of-year report.

Authorised and Unauthorised Absence

Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

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

Valid reasons for authorised absence include:

- Illness- If parents/carers have clearly explained the illness and school receives daily updates on progress and likely return to school. (Please

- note authorising absences for sickness is at the discretion of the head teacher).
- Medical/dental appointments that cannot be arranged outside of school hours
 - 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
 - Absence for exceptional family circumstances- e.g. bereavement, serious illness, wedding of close family member or other serious family emergencies.

There are other absences, such as "Approved Sporting Activity" (attendance at a sporting competition – see request for absence protocol for other factors that will determine this authorisation), "Approved Educational Activity" (this would include school entrance exams if cannot be taken at the weekend) or that can be authorised and there are events affecting families, some unforeseen, which necessitate absence from school. Professional discretion will be used in these cases.

Exceptional circumstances do **NOT** include:

- Birthday treats;
- Shopping trips;
- Visits from relatives;
- Attending pop concerts, sporting events and the like

Parents do not have any entitlement to take their children on holiday during term time. Head teachers shall not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.

Unauthorised Absences

An unauthorised absence will be recorded in the following circumstances:

- No letter or acceptable explanation is provided by parents or carers – this includes statements such as my child will not be in school today,
- The reason for the absence does not fall into a category of authorised absence;
- The pupil is already on the attendance monitoring system and no evidence has been provided to the school to support the absence.

Missing in Education

If a pupil is absent, all schools have a responsibility to contact the parent or carer on the first day of absence and continue to make every effort to locate the pupil. When you have identified the child is not in school, we will follow the procedures below:

Day 1 - Phone call

- A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home.
- If there is no answer at the home or on mobile numbers. The school will call back and risk assess after 2 hours
- If the parent/carer answered the call and the child is safely with them the school will ask for reason for absence and record on your school's attendance management system
- If the person answering is not the parent/carer and the school is not reassured that the child is at home or safe then the school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child
- If the parent/carer answered the call, but the child is not with them or safe and the parent is concerned. The school to advise the parent to:
 - Contact the local police station to inform them that the child is missing
 - Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child
 - Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment
 - Report back to school if the child is found or remains missing

Day 2 - Follow up phone call

- A subsequent telephone call must be made either from the school landline or preferably a mobile phone.

Day 3 – Write/email parents

- The school will write or email to the parent, asking for contact to be made with the school immediately. Please give the parents/carers 3 working days to make contact and if you are aware that English may not be the parent's first language, copy the letter into a language that may be more accessible.

Day 5/6 - Home visit

- The school will arrange a visit to the home address ensuring that risk assessments are in place
- Once you have completed these checks (or within 10 days, whichever is earlier). If the child has not been seen and the parents or carers have not made contact with either, schools must report the child as missing from education to the local authority. [Tracking children \(and their families\) who have gone missing from education - Schools and education \(northamptonshire.gov.uk\)](https://www.northamptonshire.gov.uk/education/tracking-children-and-their-families)

Attendance monitoring and support in reducing absence/ lateness

Newbottle and Charlton CEVA Primary has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A list is analysed on a termly basis detailing weekly and annual attendance to date.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
4. If contact is not established the school will follow the WNC Safeguarding Children Missing in Education Process for Schools outlined on page previous page.
5. If a pupil's attendance falls below 90 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard.
6. If a pupil's attendance falls below 85 percent, a letter is sent home explaining that the pupil's attendance is now being monitored. Parents may be required to attend a meeting in school with the Headteacher. Interventions will be delivered to support the improvement of attendance which include reward systems, attendance contracts and access to Early Help. Targets will be set for the child.
7. If targets are not met, the Headteacher makes a referral to the EIPT (Educational Inclusion Partnership team). If there is no improvement a fixed-penalty notice may be issued.
8. After the six-week monitoring period, and if targets are met, a letter is sent home to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 95 percent.

Educational Inclusion Officer

All schools can gain support from an Educational Inclusion Officer. The Education Inclusion Partnership Team (EIPT) may be required to become involved if attendance levels fall below expected, there is a high level of unauthorised absence or irregular attendance patterns are identified.

They will investigate cases, provide advice to resolve problems and if necessary will carry out enforcement measures.

Legal Sanctions

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.

Penalty notices can be issued under the following circumstances as an alternative to Magistrates' Court proceedings. However the school hopes that this will be the last resort if previous support put in place has not worked.

Penalty notices for non-school attendance - To issue a penalty notice, there should be 5 days (10 sessions) or more unauthorised absences in a 6-week period.

Penalty notices for term time absence - To issue a penalty notice, there should be 5 days (10 sessions) or more of consecutive unauthorised absence.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. The Local Authority has its own 'Code of Conduct' for Fixed Penalty Notices.

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

If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under [section 444 Education Act 1996](#). In April 2017, the Supreme Court held that attending school "regularly" means attendance in accordance with the rules prescribed by the school and not "sufficiently frequent attendance". This means that a child must attend school on every day that the school requires him or her to do so and failure to do this may lead to the commission of an offence.

Appendix 1: attendance codes

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 |