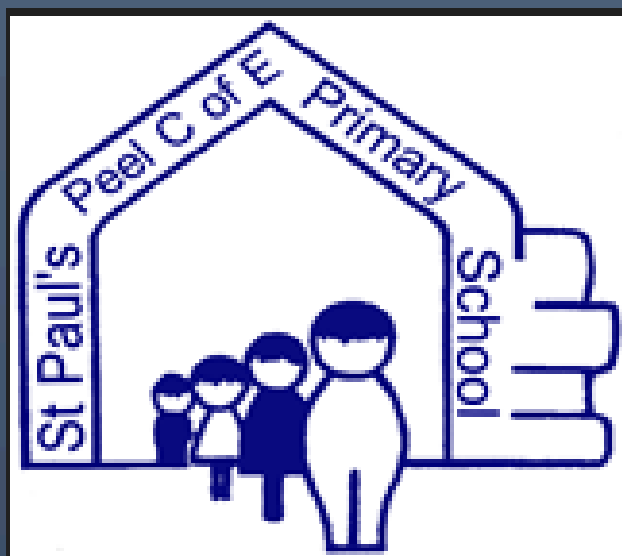


St Paul's Peel CE Primary School



Attendance Policy

Person Responsible	S. Ward
Signed (Chair)	K. Prince
Signed (Headteacher)	S. Ward
Attendance Lead	G. Birch (Children and Families Officer)
Attendance Governor	M. Smith (LA)
Date Adopted	January 2025
Date Review	January 2027

St Paul's Peel CE Primary School – Attendance Policy

Aims:

Our school vision is at the core of this policy;

Teamwork Towards Targets in Faith, Hope and Love

Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. The whole staff at St Paul's Peel C.E. Primary School take seriously their responsibility to monitor and promote the regular attendance of all pupils. We acknowledge that irregular attendance seriously disrupts the continuity of learning and undermines educational progress, not only for the child who is absent but also for the rest of the class. It can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school. It is vital that children feel their presence in school is important and that they are missed when they are absent or late.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters. It describes our school's commitment to improving the attendance of all children. We are committed to support this process and to encourage high levels of attendance at all times by;

- Ensuring that every child is safeguarded and their right to education is protected
- Promoting good attendance and reducing absence, including persistent absence
- Keeping accurate, up-to-date records and have a robust and rigorous system for analysing attendance to ensure we are acting early to address patterns of absence
- Ensuring all stakeholders (governors, parents, pupils and staff) receive regular communication about the importance of good attendance and punctuality.
- Identifying causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- Supporting parents to perform their legal duty to ensure their children of compulsory school age attend regularly
- Working with external agencies, in order to address barriers to attendance and overcome them.

Legislation and guidance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

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 [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#). 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 2024](#)

- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and responsibilities

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis.

Headteacher:

- To be responsible for the overall management and implementation of the policy.
- Oversee the monitoring of school-level absence data and report this to governors
- To respond to parental requests for extended leave
- To consider the use of Penalty Notices, in line with Salford Local Authority policies and procedures.

Children's and Families Officer

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis.
- To monitor and review weekly/termly/yearly attendance data across the school and at an individual pupil level.
- To promptly report concerns relating to attendance/punctuality to the Headteacher
- Work with pupils and their families where attendance is a concern, to discuss and formulate an Attendance support plan, identifying barriers to good attendance and working to overcome these to support improved attendance/punctuality.
- To liaise with/report to external agencies such as the Attendance Officers (previously known as Education Welfare Officers) and make referrals where necessary to tackle persistent absence.
- To initiate and support carrying out and recording the outcome of first day calls, alongside Office staff, when a child doesn't arrive at school and no reason has been received.
- To promptly inform the Headteacher, if there are any concerns relating to attendance/punctuality
- To support/monitor staff are following the registration systems and structures in this policy.
- Inform parents/carers on a termly basis (using the R.A.G. rated attendance letter) of their child's attendance

Staff

- Take a formal register of all pupils twice a day, using the correct codes and submitting this information through the school's SIMS system.
- To regularly remind children, parents/carers about the importance of good attendance and inform parents/carers of school procedures when parents/carers have failed to inform the school
- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.
 - Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- To liaise with the Children and Families Officer for pupils who persist with poor attendance.

- To talk to parents about pupil attendance and punctuality regularly and at Parents Evenings.

Parents/Carers

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If pupils have a dental, clinic or hospital appointment, parents should let the school know. Pupils should be brought back to school after appointments. Pupils should miss as little time as possible. Therefore, parents/carers are expected to:

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school on the first day of absence for their child before 9.00am. If parents are unable to telephone, a Class Dojo can be sent prior to 8.30am or an email to the school office stpaulspeel.ceprimaryschool@salford.gov.uk
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning

The Local Authority, through The School Attendance Support Team, is expected to:

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions.
- Review school attendance strategies, leadership processes and procedures on a termly basis
- Work with families and other agencies to remove barriers to good attendance.
- Align with Early Help
- Ensure that parents/carers are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

Lateness

- Pupils who arrive after the register has closed at 9.00 am are considered late. Lateness will be recorded using the L code for up to 30 minutes after the register has closed. After this it will be recorded using the U code or another appropriate code if a reason has been given. See appendix 1.1 for information about the codes used in schools.
- Pupils who arrive after this time must report to the School Office with their parent/carer, parents/carers should electronically sign their child in school stating the reason for the lateness.
- If a child is repeatedly late for school their parents will be contacted to remind them of their responsibilities and a letter may be sent. If the lateness continues the matter will be referred to the Attendance Officer for further action.

Recording attendance

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.

School will must ensure that—

(a) every entry in the school's admission and attendance register is preserved for six years beginning with the day on which the entry was made; and

(b) every back-up copy of the register made in accordance with [regulation 5\(3\)](#) is preserved for six years after the end of the school year that it relates to in accordance with the guidance below;

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.45am or as soon as practically possible. A parent/carer is expected to contact the school each day that their child is absent.

Parents/carers must contact the school office by phone (0161 790 2327), Class Dojo before 8.30am, an email to the school office stpaulspeel.ceprimaryschool@salford.gov.uk or in person each day that their child is absent to give a reason for the absence.

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

If we have genuine and reasonable doubt about the authenticity of the illness, the school may request the pupil's parent/carer to provide medical evidence to support the absence, such as:

A photograph of any prescription or prescribed medicine, clearly displaying the child's name and the date on the medicine.

A screenshot of a text message confirming a doctor's appointment, or a GP appointment card.

A screenshot confirming a telephone call made to the GP or NHS 111. A photograph of any visible symptoms, such as chickenpox etc.

A medical appointment letter for services such as CAMHS or a hospital specialist.

We do not require parents/carers to contact their GP or any medical professional specifically to obtain evidence for an absence from school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Planned absence

Term Time Holidays

All holiday requests during term time will not be granted in line with the Government's legislation. If you are still planning to take your child out of school for a holiday it is important that a letter is sent into school explaining the

dates that your child will be absent and the destination to avoid them being classed as missing in education. School needs to know the reason for any absence from school for our records, it is very important we are aware of the real reason for the absence. These letters will not be replied to, however please remember any holidays taken which exceed 5 school days, will be referred to the Local Authority Attendance Officer to issue the fines set in place by the Government. The school does not financially benefit from any fines.

Medical Appointments

- Parents/carers are encouraged to make all medical appointments outside of school hours
- Absence to attend a medical appointment will always be an authorised absence.
- Where possible parents/carers should present the medical appointment card when they collect the child to take them out of school.

Religious Observance

If a religious festival occurs during the school term we understand that members of that faith group will be absent from school. Children will be given an authorised absence for the actual central day of the celebration. Any additional days that the children are not in school around the time of the celebration will not be authorised. Additional days will be classed as unauthorised absence

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made.

The Children's and Families Officer/Office Staff follow this system:

- Phone parents' contact number(s)
- Send out text messages to main parental contact number
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to ensure school has the latest contact number for the parent/carer and update the school system accordingly if necessary.

Speak to the parents/carers face-to-face or by phone the next day and establish reasons for absence and update contact numbers. The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded on SIMS.

Following up absence following the First Day

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

- Follow up on their absence as above with their parent/carer to ascertain the reason. If there is no response, a voicemail will be left requesting that the parent contact the school.
- If no contact from Parent/Carer has been made by day three of absence, a home visit will be made by the Headteacher/Deputy Headteacher and the Children and Families Officer. When necessary to ensure safeguarding action is taken a home visit will be completed earlier.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use
- If necessary, a referral to the CME (Child Missing in Education) team will be made

The Children's and Families Officer/Office Staff must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the Children and Families Officer/Office Staff have not been able to contact parents after 2 days then the absence is recorded as unauthorised.

Attendance monitoring

The Children's and Families officer/Office staff at school monitor pupil absence on a daily basis.

If we have been notified of a pupil's absence, but this goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving the LA Attendance Officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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.

At St. Paul's we collect and store attendance data via SIMs and the DfE tool; view your educational data, to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be cause for concern
- Monitor and evaluate those pupils identified as being in need of intervention and support

Legal sanctions

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

2024 No. 210

Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)

- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

Reporting to parents

The school sends out letters, to communicate with parents/carers about their child's attendance and punctuality on a termly basis (using r-a-g visual)

The school discusses attendance to parents/carers in the Autumn and Spring terms at parent's evening. Parents/carers also receive a written end-of-year report at the end of the Summer term, which contains the SIMS record of attendance

Reducing persistent absence

A child is persistently absent if their attendance falls below 90%. At St. Paul's, these children are monitored daily by the attendance officer. If they are absent without a valid reason, their parents receive a phone call from the attendance officer, who will discuss and formulate an attendance support plan.

If improvement is not achieved, a letter will be sent from the Headteacher to notify them that attendance will be monitored by the Senior Leadership Team for a fixed period. If improvement is not achieved, a referral will be made to our LA attendance officer for further support and guidance to support the improvement in attendance.

If, after these support measures, no improvement is made, the LA Attendance Officer may invite Parents/Carers for a supportive meeting in an attempt to improve attendance and put in place any further support should that be appropriate/necessary.

Failure to make the necessary improvement could result in legal action being taken by the Local Authority.

Any pupil who has attendance below 50% is considered to be 'severely absent' and will have an action planning tool in place.

Recognising positive attendance in line with the 'Be Ready' element of our school rules

An award system operates at St. Paul's to encourage and celebrate good attendance. We share with our pupils the whole school target of at least 96% attendance each week in assembly, Class Dojo and on our website. Strategies for rewarding and improving attendance at St. Paul's are:

- Verbal Praise – sticker chart where necessary
- Celebration time in assembly – best class attendance and punctuality presented with weekly awards and shared with parents via the school website and displayed in the main entrance.
- Termly and annual attendance certificates for 100% attendance

- Children and Families Officer contacts parents when an improvement in attendance is achieved.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher.

Links with other policies

This policy links to the following policies:

- o Child protection and safeguarding policy
- o Behaviour policy

Appendix 1.1

Attendance codes used by schools in England

The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	/
The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	\
The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	L
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	K
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	V
The pupil is attending a place for an approved educational activity that is a sporting activity.	P
The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	W
The pupil is attending a place for any other approved educational activity	B
The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	C 1
The pupil is absent with leave for the purpose of attending a medical or dental appointment.	M
The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	J 1
The pupil is absent with leave for the purpose of studying for a public examination.	S
The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	X
The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	C 2
The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	D
The pupil is absent with leave for any other purpose.	C

The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	T
The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	R
The pupil is unable to attend because of sickness.	I
The pupil is unable to attend because of a lack of access arrangements for them	Q
The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Y 1
The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Y 2
Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Y 3
The pupil is unable to attend because they are in criminal justice detention	Y 5
The pupil's travel to or attendance at the school would be—	Y 6
(a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or	
(b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.	
The pupil is excluded from the school for any other reason.	E
The pupil is unable to attend because of any other unavoidable cause	Y 7
The pupil is absent without leave for the purpose of a holiday.	G
The circumstances of the pupil's absence have not yet been established.	N
None of the other rows of this table applies.	O