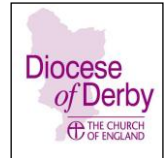




Langley Mill Church of England (Controlled) Infant School and Nursery



ATTENDANCE POLICY

This policy has been impact assessed in the light of all other school policies and the Equality Act 2010.

Written / Reviewed by	Date	Approved by GB	Minute Number	Next review date
Cluster Heads	January 2013	26/06/2013	GB/2013/45	September 2013
Karen Toft	September 2013	03/10/2013	GB/2013/60.1	September 2014
Karen Scrivens	September 2014	03/12/2014	GB/2014/87	September 2015
Karen Scrivens	September 2015	30/09/2015	GB/2015/71	September 2016
Karen Scrivens	September 2016	21/09/2016	GB/2016/68	September 2017
Cluster heads	May 2018	11/07/2018	GB/2018/50	May 2019
Cluster heads	May 2019	03/07/2019	GB?2019/48	May 2020
Debra Dawson and Sue Rivington	September 2019	24/09/2019	GB/2019/71	September 2020
Sue Rivington	September 2020	22/09/2020	GB/2020/44	September 2021
Karen Scrivens	September 2021	21/09/2021	GB/2021/65	September 2022

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Addendum - September 2021

Langley Mill Church of England Infant School & Nursery

Attendance Policy

1. MISSION STATEMENT

Langley Mill Church of England (Controlled) Infant School and Nursery is committed to providing a full and efficient education for all pupils. The School believes sincerely that all pupils benefit from the education it provides and therefore from punctuality and regular school attendance.

There are legal obligations on parents/carers to secure education for their children who are of compulsory school age. This involves sending them to school and collecting them on time and regularly once they are on the register. It is the responsibility of the school to support attendance and to deal with any problems, which may lead to non-attendance.

To this end the School will do as much as it can to ensure that all pupils arrive and leave school at the correct time and achieve the maximum possible attendance.

2. STATUTORY DUTIES

The School takes account of:

- The Education Act 1996
- The General Data Protection Regulations (GDPR) 2018
- The Human Rights Act 1998
- The Anti-Social Behaviour Act 2003
- The Education (Students' Attendance Records) Regulations 1991
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Social Inclusion: Student Support, DfES Circular 10/99
- The Ofsted Framework for Inspections 2021
- Derbyshire County Council Guidance on attendance issued September 2021

In Langley Mill Church of England (Controlled) Infant School and Nursery, the following procedures have been developed in order to fulfil the responsibilities set out in the above legislation:

- Attendance records are in accordance with current LA guidelines.
- A computer database of registration information (INTEGRIS) is kept to enable the school to collate statistics and monitor attendance.
- Registration will take place at the start of each morning and afternoon session. Once registers have officially been closed (15 minutes after the start of each session which is 9.00 am in nursery and 9.10am in school each morning / 12.45pm in nursery, 1.00 pm for sitting 1 and 1.35 pm for sitting 2), a child is considered to be absent from that session.
- The class teacher will inform the Headteacher of any concerns regarding a pupil's attendance pattern.
- Attendance registers will be monitored on a daily, weekly, 6 weekly, termly and annual basis to highlight pupils with poor attendance/punctuality.
- Absences will be deemed as authorised or unauthorised by reference to 'Categorisation of Absence'.
- There will be an annual revision and review of attendance monitoring procedures.

3. AIMS

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the Early Years Foundation Stage and National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school, as required by law.
- Many parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of parents/carers may impact on attendance. We will, with the agreement and support of them, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

4. EXPECTATIONS:

Our policies and procedures underline the importance of regular and punctual attendance at school. They show our commitment to providing a quality education for all pupils. We believe that pupils can only benefit from the education in our school through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all pupils and we will make sure that any problems are identified and resolved quickly. Wherever possible, we will make contact with parents/carers where a pupil is absent from school without good reason.

We expect the following from parents/carers:

- To ensure their children attend school regularly.
- To ensure their children arrive and are collected on time.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is absent, giving details of the reason or the absence and the length of time the child will be away.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their home learning where applicable and have everything they needs for the day ahead.
- To attend parents/carer consultations to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child.
- To contact the school in confidence whenever problems arise which may keep their child away from school, and may affect their child's performance, so that the school can help.
- To avoid term time absences as this seriously affect the progress of their child.

Parents/carers and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents/carers (main contact) when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to them.
- Recognition and reward for good attendance.
- A quality education.

5. TERM TIME ABSENCES:

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

Parents/carers may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

The decision of the Headteacher is final.

6. ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS:

The school will encourage good attendance by:

- Creating a positive environment where children feel happy, safe and secure.
- Making school a lively, interesting place to be.
- Ensuring good quality play in the playground.
- Being sympathetic and supportive to pupils who experience problems in school.
- Ensuring careful monitoring of attendance data regularly takes place.
- Reminding parents/carers of their responsibilities regarding attendance and punctuality.
- Offering help and advice to resolve any difficulties the pupil or parent may have in fulfilling these responsibilities.
- Establishing a mechanism for working with those parents/carers who are concerned that their children may be experiencing difficulty in attending school.

Specific Interventions to encourage attendance:

DAILY

- Ensuring accurate completion of the electronic registers at the beginning of each session and within 15 minutes of the start of the sessions.
- Ensuring daily checking of registers with following up and recording of absences (main contact to be contacted in case of unreported absence, with follow up action taken to contact another responsible adult when a child missing education is also identified as having a welfare and/or safeguarding concern).

- Ensuring the School's Business Manager (SBM) updates each child's individual attendance record where necessary and updates the Headteacher/Pastoral Manager daily on any attendance matters.

WEEKLY

- Monitoring individual pupil attendance levels across school at the end of each week.
- Monitoring the attendance percentage of groups, each class, Key Stage One overall and the school overall.

SIX WEEKLY

- Using the Integris reporting system to provide valuable, year group/class and pupil level attendance data to discuss at half termly attendance monitoring meetings and agree action.

LATENESS

- Sending lateness letters to parents/carers related to lateness (3 or more L/U marks for late arrivals) in the half term.

BELOW 96%

- Scrutinising reasons for absence during attendance monitoring meetings and if deemed appropriate, sending an absence letter and report to parents/carers.
- If no improvement is seen within six weeks, sending a second letter to parents/carers requesting medical evidence for absences due to illness. If evidence is not provided absences will be unauthorised.
- If the attendance continues to drop and there are unauthorised sessions, inviting parents/carers an Attendance Panel Meeting with the Pastoral Manager (offering a home visit if necessary). An attendance improvement plan will be completed with advice, support and/or resources offered in response to family difficulties identified. Actions for improvement are detailed in the plan and agreed jointly with the parent/carer.
- The plan will be reviewed by the Pastoral Manager in consultation with the parent/carer after a four-week period. Following this review, the decision is made to close the plan due to sustained improvement or in the case of continued unauthorised absences (5 or more in the review period). The parents/carers will be informed a request is being made to DCC to issue a penalty notice. If there is a decline in attendance, but with less than 5 unauthorised absences, another review period will be set.

NURSERY

- Sending absence letters and reports to nursery parents/carers of pupils with poor attendance (less than 92% attendance from the beginning of the school year which is the cluster agreed percentage).

INFORMING PARENTS

- Reminding parents/carers of lateness/attendance on the whole school newsletter and in other correspondence such as the School Prospectus.

HALF TERMLY

- Including attendance/punctuality information on one-page pupil achievement reports sent out to parents/carers (autumn 2, spring 4, summer 5).

BIANNUALLY

- Discussing attendance/punctuality issues at October and February parent/carer consultations.

ANNUALLY

- Presenting prizes to pupils with 100% attendance in the school for the academic year.
- Reporting on attendance levels on each child's annual written report to parents/carers.
- Imparting attendance information to new starters.

Specific Interventions to encourage punctuality:

- Parents/carers and children to be regularly reminded about the school start and finish times.
- Late arrivals must enter through the main entrance and report to reception, signing the late book and giving reasons for lateness.
- If a child arrives late but before the close of register, this will be recorded as late **(L)**.
- If a child arrives after the close of register, this will be recorded as unauthorised **(U)**.
- Persistent late arrivals are followed up with a letter (more than 3 within the monitoring period).

Awareness raising in the Community:

Communication with parents/carers and the local community may include:

- Meetings for new parents/carers
- Attendance initiatives (both in school and the wider community)
- School newsletters
- School prospectus
- School website
- School Facebook Page

7. PROCEDURES FOR MONITORING AND RESPONDING TO NON-ATTENDANCE:

When a pupil does not attend, the school needs to respond effectively.

- When a pupil is absent the parent/carer has a responsibility to inform school of the reason, this may be by letter, telephone or word of mouth.
- If a note or telephone call is not received from parents/carers, the parents/carers will be contacted on the **first day of absence** by telephone or by letter if parents/carers are not on the telephone. The School Business Manager will ring parents/carers after the close of register if no explanation is given. Records are kept detailing phone calls made and explanations given.
- If, on returning to school, school still has no explanation given the child will take home a letter requesting the reason for the absence. If no reason is given, the absence will be unauthorised.
- After five school days absent with no explanation, reasonable attempts will be made to contact the parents/carers via other known contacts and a home visit.
- If there are Child Protection concerns then the Derby and Derbyshire Area Safeguarding Children and Child Protection Procedures are followed immediately.
- After ten missed school days, Child Missing Education procedures will be followed (see policy).

8. SCHOOL ORGANISATION:

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition there may be specific responsibilities allocated to individual staff such as the following:

Head Teacher:

- To oversee and demonstrate ownership of the whole policy.
- To oversee efficient operation of the attendance system and the collation and analysis of attendance data.
- To regularly report progress on attendance to governors, pupils and parents/carers.
- To set challenging but achievable targets to reduce levels of absence.
- To liaise with the EWL.
- To oversee the work of administrative staff.

Class Teacher:

- To complete registers accurately and on time.
- To refer any unexplained absences to the Headteacher.
- To challenge suspicious or inappropriate reasons for absence.
- To record all reasons for absence in the register.
- To inform senior staff of concerns in a timely manner.

Governors:

- Ensure all governors monitor attendance and policies related to it.
- Play a valuable role through representation at school attendance panels, parent's/carer's evenings, etc.
- Reinforce school procedures and support actions of school staff in tackling attendance issues.
- Request regular attendance progress reports for Governors' Meetings.

Parents/carers:

- Contact school on first day of absence.
- Provide reasons for all absences.
- Support their child and the school in achieving maximum attendance.
- Ensure contact details are kept up-to-date.

Education Welfare Service:

If persistent absence/ lateness continues the attendance leads will contact the EWS with a view to legal action.

School Business Manager:

The School Business Manager plays a vital role in supporting the school's attendance and absence management strategies:

- Checking registers daily
- Updating individual records regarding absence and lateness (i.e. telephone slips, letters, phone calls, reasons for absence, etc)
- Maintaining a late book
- Producing updates from weekly registers

General Data Protection Regulations (GDPR)

The General Data Protection Regulations places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Regulations. Each school has Privacy Notices for Pupils and Staff which details the circumstances under which data is collected, stored and processed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

1. REFERRAL CRITERIA AND CHECKLIST FOR UNSATISFACTORY SCHOOL ATTENDANCE

PUPIL NAME:

SCHOOL:

All cases will need to meet at least one of the following minimum criteria for unauthorised absence before a case can be accepted for investigation/consideration of possible legal intervention:

- Two consecutive weeks of unauthorised absence

OR

- Secondary schools: 10 sessions of unauthorised absence in a 5-week period.
- Primary schools: 5 sessions of unauthorised absence in a 5-week period, or 10 sessions of authorised absence in a 5-week period where no medical evidence has been received.
- Persistent absence threshold met within the last 12 months and where there is a minimum of 5 sessions of unauthorised absence in the last 5-week period.

ATTENDANCE MONITORING CHECKLIST FOR CASES REFERRED BY SCHOOL

An attendance printout should accompany the referral

Child's current attendance:

Number of unauthorised sessions over last 5 school weeks (from pupils attendance print out)

Is pupil persistently absent (90% or below):

WHAT WORK HAS SCHOOL DONE SO FAR	
Telephone contact with parent to establish reasons for absence (dates):	
Letter contact with parent, offering support and explaining concerns/ consequences if unauthorised absence continues (dates of letters):	
Home visits (dates):	
Letter contact with parent asking for future medical evidence of absence (date of letter):	
Parent invited into school to discuss attendance concerns (dates of meetings):	
Outcome of meeting(s):	
Early Help Assessment completed:	
Parent placed on a school attendance panel (date of meeting):	
Was a Family Support Worker (EWL) present at the school attendance panel meeting?	
Outcome of panel process:	
Other agencies involved:	
Signature:	Date:

Attendance Addendum – September 2021 (COVID-19) schools reopening

This guidance sets out attendance issues related to coronavirus in the 2021/22 academic year.

Attendance expectations

Attendance is mandatory. The usual rules on attendance continue to 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
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Not attending in circumstances relating to COVID-19

This category must be used to record sessions that take place in the 2021 to 2022 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 COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

The [schools COVID-19 operational guidance](#) sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year.

Examples in which 'not attending in circumstances relating to COVID-19' could apply

In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follows.

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, 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). 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 in line with public health guidance. 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.

Pupils who are a close contact of someone who has symptoms or confirmed COVID-19

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

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

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. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

Pupils who are self-isolating but who have not had a PCR test

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

Remote education

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we expect schools to 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.