

Pupil Attendance Policy



Document Information	
Policy Number	NON-STATUTORY
Created by	Harry Portrey
Responsibility	
Review Cycle	2 years
Last Review	January 2023
Next Review	January 2025
Date Ratified by Governors	23 rd January 2023
Signature - Head	
Signature - Chair of Governors	

INTRODUCTION

The Governors and Staff of Delapre Primary School have the highest regard for ensuring regular attendance and punctuality. Attending school on time every day is one of the main factors in determining a child's future and opportunities in life. Children who are absent from school regularly do less well in achieving their academic potential and have fewer career choices. We all want to raise the aspirations for the pupils in our schools and are working together to achieve this.

LATENESS AND PUNCTUALITY

All pupils should arrive in school at 8.45 a.m., when teachers are officially on duty. School begins at 8:55 a.m. with the register being taken by the class teacher. If a child is not in the class before the register has been completed, they should report to the office and be signed into the late book. The child/children will then be taken or sent to their classroom by a member of staff. The reason for lateness is recorded.

The late reports are monitored regularly, and any pattern of lateness uncovered. Those arriving late on a regular basis are contacted by one of the Attendance Team i.e. Deputy Headteacher, Family Support Worker (FSW) or the Attendance Co-ordinator in order to try to outline and rectify the problem.

Where a child arrives in school after 9:25 am, the child/children will be marked with an unauthorised absence.

PROCEDURE FOR PUPILS ATTENDANCE BELOW 95%

See Appendix 1 for flow chart

Unauthorised absence could result in further action being taken by the local authorities for example the issuing of a penalty notice. This is £60 if paid within 21 days, rising to £120 after that period of time.

REQUESTED TERM TIME ABSENCE

If you require to take time off during term time, a request form will need to be completed which can be collected from the School Office. Unless the reason for the absence is for exceptional circumstances, the absence will be unauthorised. This is at the Head Teacher's discretion.

EXTENDED LEAVE REQUESTS

In the case where a parent/carer is requesting extended leave for their child, a meeting must be held with the Headteacher or designated person so that an agreed date of departure and return will be agreed. Where possible an address and contact number should be obtained. When a child does not return to school by the agreed date the school will make a Child Missing from Education referral to the Local Authority. If no contact has been made with the parent/carer within 10 school days, schools have the right to remove pupils from roll pending investigation by the Children Missing From Education (CMFE) Officer/ Education Inclusion and

Partnership Team (EIPT) to establish the whereabouts of the child. If the child is not located then the school will be informed that they may remove the child off roll.

MEDICAL APPOINTMENTS

Any parents/carers requesting permission to take their child out of school for medical or hospital appointments may be requested to provide an appointment card or letter, without this the absence could be recorded as unauthorised. Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. We look forward to working together to raise achievement and opportunities for all our pupils.

FIRST DAY RESPONSE PROCEDURE

Delapre operate a first day response procedure for all children (further procedures are in place for targeted children/parents with attendance issues and Year 5/6 pupils who are now walking to school alone e.g., further contact daily).

Procedure will be as follows:

DAY ONE

School Office staff are notified of absence through the register or in person

School Office staff telephone the first contact member of the family and, if necessary, the second and third. A message will be left if there is no response

The time/date is recorded on School Information Management System (SIMS) with any relevant info – on the child's individual attendance record. **Comment must be added to SIMS.**

Risk assess if no response by end of day. Email FSW and Attendance Coordinator with details of any child for whom no contact has been made

Follow 'Actions & Risk Assessment' (Appendix 1)

If no reply the next (working) morning, progress to DAY TWO instructions

DAY TWO (for child deemed not to require Risk Assessment)

Follow-up telephone call made – preferably from a 'withheld' number, per point 2 above

The time/date is recorded on SIMS with any relevant info – on the child's individual attendance record. **Comment must be added to SIMS.**

Email FSW and Attendance Coordinator with details of any child for whom no contact has been made

If no reply the next (working) morning, progress to DAY THREE instructions

DAY THREE (for child deemed not to require Risk Assessment)

School Office to email parents, asking for contact to be made with school immediately. Allow 3 working days for them to respond. If English as an Additional Language (EAL), copy letter into accessible language.

Email FSW and Attendance Coordinator with details of any child for whom no contact has been made

If no reply within 3 working days, progress to DAY FIVE/SIX instructions, at which point the FSW and Attendance Coordinator will take over this process.

DAY FIVE/SIX (for child deemed not to require Risk Assessment)

FSW/Attendance Coordinator to check with School Office to see if any communication has been received before arranging a home visit. Home visit – arrange a visit to the home address ensuring that risk assessments are in place. Two members of staff to attend the visit, one being a Designated Safeguarding Lead.

If no response at the address, a letter will be posted through the door advising the visit has been made and for the parents/carers to contact school immediately.

If no contact within next five working days, progress to DAY TEN.

Any communication received by the School Office must be forwarded immediately to the FSW and Attendance Coordinator.

DAY TEN – or when all checks completed, whichever is soonest

CHILD MUST NOW BE REPORTED AS MISSING FROM EDUCATION by the Attendance Coordinator. Office to be informed at every point in order to complete register accurately.

To report a child 'missing from education':

Please complete the online contact form using the following link:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/children.aspx>

ADDENDUM TO THE PROCESS ABOVE

- If a child is unwell, and the parent/carer has called in, this is sufficient for a couple of days (depending on the reason for illness).
- On day 3, if we have not received another call, please contact the parent/carer to confirm the reason for continued absence.
- **Do not leave more than 2 days between calls and, depending on the child, this may require daily checks. Ensure comments recorded on SIMS.**

UNCOLLECTED CHILDREN

Delapre Primary School works closely with the children, parents and the community to ensure that all the children have the very best start in life and are kept safe.

In the event that a child is not collected by an authorised adult* at the end of the day, agreed procedures will be put into practice.

*Authorised adult means a parent, carer or a friend/relative appointed by the parent/carer to collect the child.

If a child has not been collected within 15 minutes of finishing time (according to Key Stage), the procedure will be as follows:

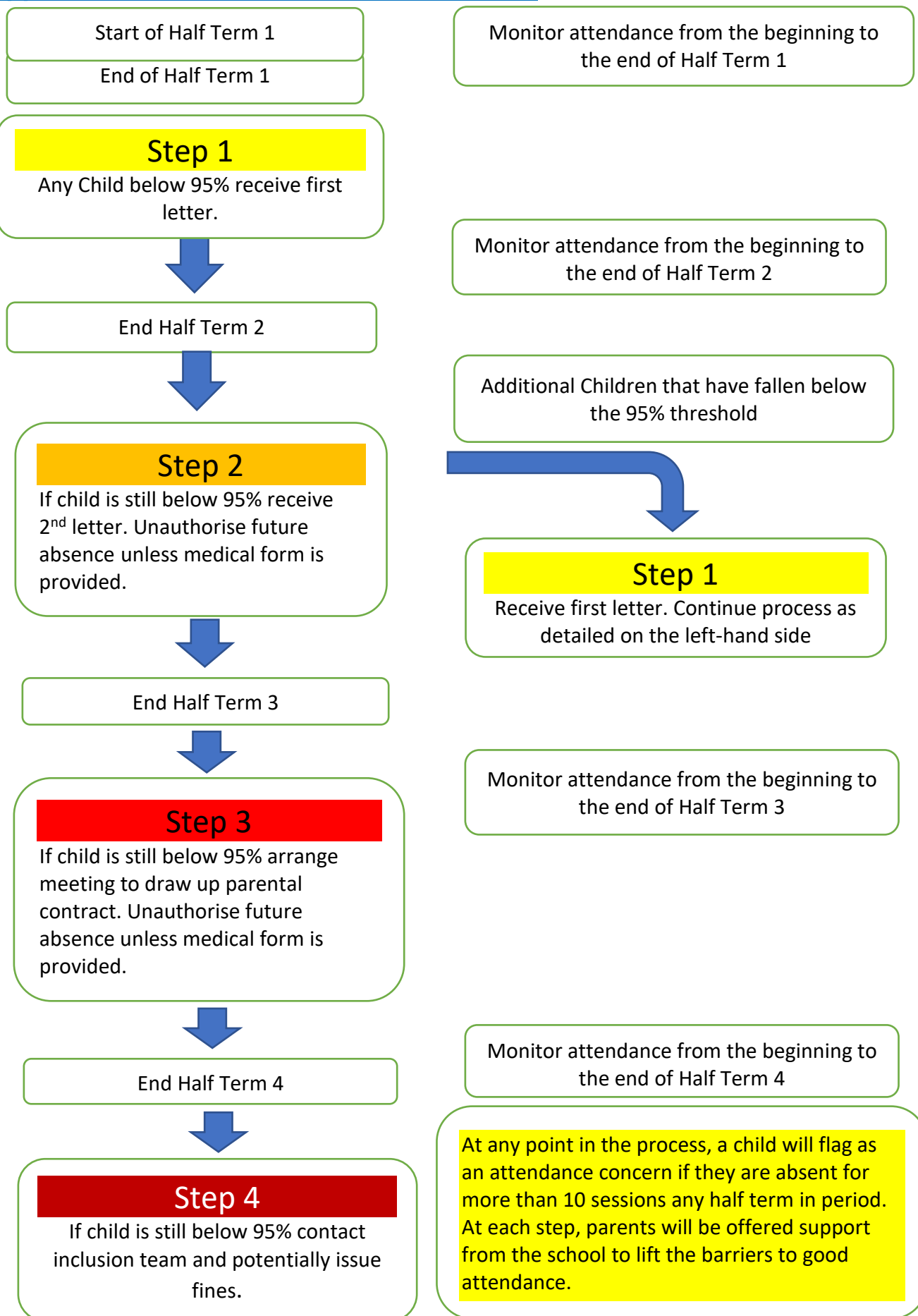
1. Class Teacher: check with School Office to see if any messages have been received, if not take child to the School Office and advise the office staff that the child has not been collected.
2. School Office: call parents/carers on given contact numbers (if no-one available on these numbers advise the member of the Senior Leadership Team (SLT) who is in charge for that evening
3. Under no circumstances will staff go to look for the parent/carer, nor will they take the child home with them
4. **If the child has not been collected by 4pm – for 3pm finishers, 4.15pm – for 3.15pm finishers, or 4.45pm if at a club, and no contact has been established with the parents/carers or other emergency contacts, the SLT member will contact the Police and Social Services who will make emergency arrangements for the child. A full written report will be made of the incident.**

APPENDIX 1 (See page 6) - Attendance Procedure 2022-2023

APPENDIX 2 (See page 7) - Why good attendance is important

APPENDIX 3 (See page 8) – Attendance Leaflet for Parents 2022-2023

Appendix 1 - Attendance Procedure 2022-23



APPENDIX 2

WHY GOOD ATTENDANCE IS IMPORTANT

Good attendance at school is vital for pupils to achieve their full educational potential. Pupils with good attendance records benefit in the following ways:-

- Continuity of learning which makes progress and retention easier
- Improved performance in homework tasks
- Enhanced performance in examinations
- Continuity of relationships and friendships
- Good references for future education or employment
- Good habits are formed for later life

WHAT CONSTITUTES GOOD ATTENDANCE?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. Consider the following examples over the course of a school year (188 days).

10 days absence = 95% attendance = 50 lessons missed
20 days absence = 89% attendance = 100 lessons missed
29 days absence = 85% attendance = 145 lessons missed
38 days absence = 80% attendance = 190 lessons missed
47 days absence = 75% attendance = 235 lessons missed

Research states that having 20 (89%) days off school every year means that a pupil will probably obtain a whole grade lower in their exams than they are really capable of.

Pupils with less than 85% attendance are unlikely to gain good GCSE qualifications. In order for an attendance record to be good it must be 96% or above:-

100% = excellent attendance

98% = very good attendance

96% = good attendance

DELAPRE

PRIMARY SCHOOL

ATTENDANCE – Information for Parents



School hours 8.45am – 3.00pm (KS1)

8.45am – 3.10pm (KS2)

**Please inform the school on the first day of absence before
9.00am. Please state your child's name, class teacher and
CLEAR REASON FOR ABSENCE**

Please call 01604 761456

Why does good attendance matter?

A pupil with good attendance will –

- Achieve well in school
- Understand lessons better
- Form strong friendships with peers

What is good attendance?

- 100% attendance is what we aim for, but we understand that is not possible for all, with illness, family emergencies etc.
- 95% attendance is the national average. Under 95% attendance is where we begin to monitor the pupils attendance weekly.

When does attendance become a concern?

When a pupil has –

- Attendance lower than 90%
- Continual lateness

Acceptable reasons for a pupils absence.

Authorised absence will be given for the following reason -

- Genuine illness
- Family emergencies
- Religious observance

The school office must be informed of any absences before 9.00am on the day of the absence.

The school telephone line has an answer phone system where you can leave a message before the school day starts. Please state clearly a specific reason for your child's absence, as well as their full name and class details.

Requested term time absence

If you require to take time off during term time, a holiday request form will need to be filled out which can be collected from the school office. Unless the reason for the absence is for exceptional circumstances, the absence will be unauthorised. This is at the Head Teacher's discretion.

Be aware

Unauthorised absence could result in further action being taken by the local authorities for example the issuing of a penalty notice. This is £60 if paid within 21 days, rising to £120 after that period of time.

Lateness

Arriving at school on time is very important, as lateness can be very disruptive to your child's day. Punctuality is a life skill that children need to develop from a young age. The school doors are open from 8.45am and the register will be taken at 8.55am. Children arriving in school after 8.55am will be marked as late.

Medical appointments

We understand that not all medical appointments can be attended out of school hours. Please inform the School Office of any appointments, and the time your child will expect to arrive in school, or the time they will need to be collected from.

