

# NAWTON AND ROSEDALE ABBEY FEDERATION

## ATTENDANCE AND PUNCTUALITY POLICY

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<b>Date of Policy Creation</b>	05.09.2022  Nichola Oxtoby
<b>Date of Policy Adoption by Governing Body</b>	
<b>Method of Communication</b>	Website  Classdojo  Staff ONEDRIVE

***Our whole school attendance target is 96% (2022/2023)***

***Our whole school attendance target is 97% (2023/2024)***

## **INTRODUCTION:**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

The Nawton and Rosedale Abbey Federation fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

**The Attendance and Punctuality Policy applies to all children Reception to Year 6 registered at this school.** The policy is published on our school website and a paper copy can be requested from the school office.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head Teacher and Governors in our Federation work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

## **AIMS AND OBJECTIVES:**

The Attendance and Punctuality Policy ensures that all staff, governors and parents/carers in our school are fully aware of and clear about the actions necessary to promote good attendance.

The Attendance and Punctuality Policy aims to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.

- Achieve a minimum of 96% attendance for all children, apart from those with chronic medical need.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that the policy applies to Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Local Authority so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of responsibility.
- Regularly monitoring attendance and ensure consistency in recognising achievement and dealing with challenges.
- Recognise the key role of all staff in promoting good attendance.
- Recognise the role of class teachers as they will identify where attendance is having an impact on attainment.

We aim to promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents/ carers and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

#### **MEDICAL EDUCATION SERVICE:**

DfE statutory guidance – Supporting pupils with medical conditions at school

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

North Yorkshire Medical Education Service - <https://cyps.northyorks.gov.uk/medical-education-service>

The local authority and schools have a statutory duty to make the necessary arrangements to provide ongoing education for children who, due to their medical condition, are unable to attend school for a period of time.

The Medical Education Service team provide short-term education and advice to help schools and settings to provide continuity in education when a child or young people has been absent from school for 15 days or more due to a physical or mental health need. The medical education service is neither an Alternative Provision nor a long term solution.

If it is likely that a child or young person will be out of education for a long period due to a medical need further discussions will take place between the school and the Local Authority regarding a longer term plan.

#### **RESPONSIBILITIES:**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Class teachers are responsible for:**

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the nominated person where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising and promoting with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be recorded appropriately
- Providing parents with attendance data every half term
- Discussing attendance issues at Consultation Evenings or in Attendance Meetings where necessary.

#### **The Head Teacher is responsible for:**

- Overall monitoring of school attendance

- Alerting governors to trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Improving school attendance by carrying out home visits, attending meetings with the parent / carer
- To identify with parents the reason for poor attendance and work with parents to achieve improved attendance
- Monitoring individual attendance where concerns have been raised
- Providing reports and background information to inform discussion and referrals with other agencies
- Refer to outside agencies for additional support for families including School Health, CYPS, Prevention Service, Police, Youth Offending Team & Social Care
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence

**School Administrators are responsible for:**

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring CPOMs is updated for monitored pupils
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home early
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Head teacher
- Providing the headteacher with summary attendance figures weekly
- Sending out standard letters regarding attendance following the procedures outline in this policy
- First Day Response: contacting home if no reason for absence is received (phone call, text message or email)

**The Special Educational Needs Coordinator is responsible for:**

- Completing and submitted to the Inclusion Service requests for support from the Medical Education Service.
- Organise and lead multi-disciplinary meetings to agree what the short-term medical education intervention will look like and how school will meet the needs of the child or young person long term.

- Organise 6 weekly review meetings and formulate transition plans for pupils when ready to return to full time in school education.

**Parents/Carers are responsible for:**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a necessary medical appointment.
- Contacting the school office on the first morning of absence by 8:45am on the first day of absence. Parents can inform school by:
  - Telephone - 01439 771245
  - email ([admin@nawton.n-yorks.sch.uk](mailto:admin@nawton.n-yorks.sch.uk) or [admin@rosedaleabbey.n-yorks.sch.uk](mailto:admin@rosedaleabbey.n-yorks.sch.uk))
  - ClassDojo
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised leave of absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and supported.

**CATEGORISATION OF ATTENDANCE:**

**AUTHORISED ABSENCE:**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

**UNAUTHORISED ABSENCE:**

An absence is classified as unauthorised when a child is away from school without the permission of the school. Absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

<b>AUTHORISED ABSENCE</b>	<b>UNAUTHORISED ABSENCE</b>
<b>Illness</b>	Absence without a valid reason
<b>Medical Appointment / Dental</b> These should routinely be arranged after the school day or during school holidays and	Latecomers beyond 25 minutes after the session has started

appointments should not normally result in a full day of absence.	
<b>Family Bereavement</b>	Persistent lateness within the first 25 minutes of the day
<b>Religious Observance</b>	Shopping during school time.
<b>Excluded Children</b>	Celebrating birthday
<b>Agreed other educational activity at the discretion of the Head teacher</b>	Holidays in term time
	Childcare issues

### **REGISTRATION PROCEDURES:**

The school gates open at 8:45am and close at 9:00am. Children are greeted at the gate by a member of staff and proceed to their classroom for registration.

Each class teacher has the responsibility for keeping an accurate record of attendance.

Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.05am and by 1.05pm.

Once the gate is closed at 9.00am the only way to get into school is via the school office. Any pupil who comes into school this way from 9.00am will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L) with the reason given and in the Late Book.

Any child who arrives for school later than 9.25am will be marked as having an unauthorised absence for the morning (Attendance code U) on the electronic register for each pupil with the reason given and in the Late Book.

When a child has 5 late marks in the register their parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

If the child continues to have a further 5 late marks in the register they will be invited to a meeting to discuss the punctuality concern with the teacher and Headteacher.

### **ABSENCES:**

Parents/carers should contact the school on the first day of their child's absence and every subsequent morning they are absent. When parents/carers notify us of their child's absence it is important that they provide us with full and accurate details of the reason for their absence

and expected date of return. This information is used to determine whether the absence is authorised or unauthorised. The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence by 9.10am, the school office staff will attempt to contact parents/carers via telephone, text and or email. Where no contact has been received by 9.30am, the Headteacher may conduct a home visit (known as a 'Safe and Well Check'). We may also contact any older or younger siblings' schools/pre-schools to identify a family pattern of absence.

#### **ABSENCE DUE TO ILLNESS:**

When a child's attendance falls below 96% and there is an attendance concern the school may write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card/letter or copy of a prescription.

We may seek written permission from you for the school to make their own enquiries with your child's GP. Alternatively we may make a referral to the School Health Advisor to offer support.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a parent thinks their child is reluctant to attend school then please contact your child's Classteacher and we will work with that family to understand the root problem and support.

#### **ADDRESSING AN ABSENCE CONCERN:**

You will receive a Registration Certificate for your child half termly. This will include your child's daily attendance and any absences with the recorded reasons given by parents/ carers and whether the absence was authorised by school.

The Headteacher will complete a detailed whole school attendance monitoring every four weeks. The Headteacher will consider your child's overall attendance and action will be taken in line with the attendance procedures included in the flow chart – APPENDIX 1

Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Local Authority.

The Prevention Service at the Local Authority will look at each case and may issue fixed penalty notices to parents where there is poor attendance.

The LA Attendance Service working jointly with Legal Services may also consider:



- Applying for a parenting order
- Applying for an education supervision order • School Attendance Order (If parent has not registered their child in a school)
- Community Order

The LA Attendance Officer can remotely check and monitor attendance levels. The LA Attendance Officer regularly carries out register checks to identify children with low attendance.

#### **SUPPORT FOLLOWING A SHORT TERM ABSENCE:**

Following a short period of absence, a child may have missed vital learning which then presents a barrier to further progress. In order to help them 'catch-up' as quickly as possible, school staff may consider the following:

- in-class support
- additional homework to support work in class
- 1:1 support during playtime/lunchtime/assembly.

#### **REINTEGRATING LONG TERM ABSENTEES:**

Following a long period of absence, a child may feel vulnerable, so school staff may consider the following:

- a phased or gradual return
- allocation of a 'Key Worker'
- consideration about whether Additional Needs support is appropriate
- additional 'catch-up' support sessions during lunchtime/playtime/assembly

#### **REWARDS AND RECOGNITION:**

Although good attendance is an expectation the school seeks to improve whole school attendance by offering incentives, this may include:

- Attendance Certificates
- Positive Postcards/stickers/Dojos
- Letters

#### **LINKS TO SUPPORTING DOCUMENTATION:**

[Information for Parents/Carers - Rights and Responsibilities - Sept 2021](#)

<https://cyps.northyorks.gov.uk/school-attendance>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)