



# Crowle Primary Academy

## Attendance Policy



### **Policy Aims**

Crowle Primary Academy aims to work together with carers to ensure that all children registered at the academy attend both regularly and punctually. This is the right of the child to have an efficient and full-time education. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. At Crowle Primary Academy we recognise that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

Our aim is to raise our attendance levels to help all children reach their full potential.

The policy will aim to raise and maintain levels of attendance by;

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Promoting opportunities to celebrate and reward pupils' successes and achievements
- Raising the awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- Supporting Carers to ensure their child maintains good attendance and punctuality.

### **Carers' Responsibilities**

- Carers have a legal duty to ensure that children of compulsory school age attend on a regular, punctual and full-time basis.
- Carers should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the academy by 9am, on the first morning of absence and must offer a reason for the absence. This may be done by phone, by letter or in person.
- Carers may not authorise their child's absence – only the academy can do this on the basis of the explanation provided by the carers. (Should carers fail to provide a satisfactory reason for their child's absence the academy will record such absence as unauthorised.)
- Carers should ensure that their child arrives at the academy in time for the start of registration at 8.30am. If a child arrives after 8.30am they should report directly to the main school office.
- Avoid booking dentists/doctors appointments during school hours. If this is unavoidable only take the necessary amount of time – a full/half day is not necessary.
- Carers should not book family holidays during term-time. They should contact the academy if they are considering this and advice will be given. Leave will only be granted in exceptional circumstances.
- Carers should work closely with the Education Inclusion Service (EIS) to resolve any problems that may impede a child's attendance.

### **Academy Responsibilities**

School attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount. Crowle Primary Academy gives a high priority to punctuality and attendance. We have developed a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.

- The academy will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be called twice daily (at 8.30am and at 1.00pm). Registers will close at 8.40am and 1.10pm. Any child arriving after the close of the register will be recorded as 'late' for that session. Late marks will be added to the register after 9am each day to ensure children are recorded as present in the academy.
- Teachers will complete registers on the Academy's electronic recording system. The school office will monitor registers regularly to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.
- Should a class teacher have particular concerns about an individual child's attendance or punctuality they should record their concerns via CPOMS. The school office with the Headteacher will follow up any concerns.



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- Should a child be absent the class teacher will mark the absence in the register. Any notes or messages from carers to explain the absence should be passed to the school office immediately.
- *The Academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.*
- Should no explanation be received from the child's carer the office will follow the procedures outlined below;
  - *A text message will be sent to the carer requesting that they call school to explain their child's absence*
  - *If no message is received a follow up phone call is made to contacts identified on the child's contact form*
  - *If it is not possible to make contact the Academy may complete a home visit to determine the whereabouts of the child and ensure their safety.*
- The office will regularly collect attendance data and will use this data during meetings with the Headteacher. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the academy and the EIS.
- The academy will employ a number of strategies to promote regular, punctual attendance;
  - the academy will communicate regularly with carers on attendance and punctuality matters
  - the academy will tailor support as required to meet carer's needs (i.e. setting up a Parent Contract)
  - appropriate personal encouragement or congratulations will be offered to individual children (i.e. certificates for termly attendance and yearly attendance)
- The academy will make referrals if necessary and get EIS support. Poor attendance may lead to a fine / prosecution.
- We report each child's attendance on their annual school report.
- The Governors monitor attendance via the Headteacher's report, and support as appropriate.

### **Pupils' Responsibilities**

Our pupils have a responsibility to themselves and others to play a positive role in the life of the academy and to make the most of the educational opportunities available.

- Pupils will ensure they attend the academy regularly and on time – particularly those who walk to the academy themselves.
- Pupils will not leave the academy without permission.
- Pupils will inform a trusted adult or the Inclusion Mentor if they have an issue that is preventing them from attending the academy or being on time.

### **Academy Procedures for Recording and Monitoring Attendance**

- The register will be taken (usually by class teacher or TA) at 8.30am and 1.00pm. Nursery register is taken at 12.30pm on a Wednesday and Friday. The register closes at 8.40am and 1.10pm. Any late children should then enter the academy through the main entrance. If any child arrives late the main office will speak to the parent and record the child's name, time and reason for lateness. If a child arrives unaccompanied the office will record the details.
- The register officially closes at 9.00am and 1.30pm and any pupil arriving after this will be marked as late on the register. Children will need to be signed in at the office on arrival, to ensure the academy is aware of exact numbers on premises, in case of a fire alarm.
- *Absence due to illness will be 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 parents 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.*



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- *If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.*
- *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 and further action will be taken*
- Referral systems to the EIS are in place and are followed rigorously, with the academy sending relevant letters at significant points. These are all copied and filed as evidence if needed.

### **Monitoring**

- The main office and Headteacher will review the attendance of all the academy pupils on a termly basis and any pupil(s) identified as cause for concern on a more regular basis.
  - A letter will be sent to the carers of any child identified as having attendance issues informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending
  - The pupil's attendance will be closely monitored and if after a set period there appears to be no improvement the carers will be invited to a meeting with the Headteacher to discuss the issue and hopefully resolve any issues preventing the pupil from attending
  - If the carer does not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the EIS will be made.
- The electronic registration system provides many reports and information that assist the academy to monitor attendance. Each term the data is collected and analysed in order to assess performance and trends.
- These reports will be accessed when relevant and provide information to assist the academy strategically to manage attendance issues. The EIS will also have access to this information and will use the reports to support their role.
- The Headteacher reports termly on attendance to the Governors through the Headteacher's Report to Governors.
- The Governors monitor attendance via the Headteacher termly report and challenge and support as appropriate.

### **Legal sanctions**

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

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