

Nanpean Community Primary School
Nurturing Children's Passion to Succeed

INTRODUCTION

Regular attendance at school is essential in promoting a full and efficient education for all children; it maintains continuity in their education and friendships, enables positive attitudes to learning and promotes good learning. The school's ethos demonstrates that children feel valued and that their presence in school is important. The 1996 Education Act makes it clear that parents must ensure that compulsory school-age children receive a regular full-time education and that if any child of compulsory school age fails to attend regularly then the parent is guilty of an offence. For a child to reach their full educational achievement, a high level of school attendance is essential. Nanpean School is committed to working towards a goal of 100% attendance for all children. Every opportunity will be used to convey to children and their parents or carers the importance of regular and punctual attendance.

AIMS

- To maximise attendance of all children.
- To provide an environment that encourages regular attendance and punctuality.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents/carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Student Welfare Officer and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

- **Governors**
 - To set and monitor progress towards annual targets for attendance.
 - To evaluate the effectiveness of the Attendance Policy.
- **Head teacher**
 - To ensure that effective systems are in place to accurately reflect individual pupil and group and whole school attendance patterns.
 - To monitor individual pupil, group and whole school attendance and punctuality.
 - To work in partnership with key agencies if attendance and / or punctuality is an issue.
 - To provide Governors with information to enable them to evaluate the success of policy and practice.
 - To write to parents/carers regarding any concerns about their child's attendance.
 - To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

- **Class Teacher**
 - To provide an accurate record of the attendance of each child in their class.
 - To record the reasons for absence on the SIMS.net computerised system.
 - To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.
- **Office Staff**
 - To prepare, manage and co-ordinate the use of the SIMS.
 - To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
 - To contact parents/carers on the first day of their child's absence to establish the reason.
 - To ensure that a satisfactory reason for every absence has been established.
 - To make a judgement in conjunction with the Head teacher whether an absence is authorised or unauthorised.
- **Student Welfare Officer**
 - To enforce the law regarding school attendance.
 - To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.

ADMINISTRATION

- The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance. This system consists of specialised software to produce an electronic register.
- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. These are printed out monthly and held centrally in a file in the school office.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents / carers and constitutes a risk in an emergency evacuation.

ABSENCE

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. In law only the Governors can grant leave of absences for a child but Governors will delegate this responsibility to the Head teacher or Assistant Head teacher in their absence. If there is no known reason for the absence at registration, then the absence must be recorded, in the first instance, as unauthorised.

Authorised Absence:

Authorised absence is the term given to any form of absence from school with permission from the head teacher on behalf of the Governing Board. Absences may be authorised in the following circumstances:

Illness

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and where necessary on each subsequent day of absence.
- If no contact is received, the school will phone parents/carers on the first day of absence in accordance with school procedures.
- If any member of staff is concerned about a reason for absence, the Head teacher should be informed.

Medical Appointments

- Parents/carers are encouraged to make all medical appointments out of school hours.
- Absence from school due to a medical or dental appointment will be considered as an authorised absence if parents/carers provide written confirmation of these appointments.
- Where a child is absent from school for an unavoidable medical reason, we expect parents/carers to ensure the child attends school for the remainder of the day.

Exceptional Circumstances

- Absences caused by exceptional circumstances may be authorised.
- The head teacher will look at the reasons behind the absences, whether the leave period includes internal or external examinations or other key dates, and the child's attendance in determining whether the absence will be authorised. Where a child's attendance is less than 96%, leave for exceptional circumstances will not be authorised.
- The definition of 'exceptional circumstances' is very limited in scope.
- No more than 5 days' leave will be authorised per academic year.
- Only one application for leave due to exceptional circumstances will be considered per academic year.

Unauthorised Absence:

An unauthorised absence is an absence during which a pupil fails to attend school but where they do not have a statutory right, or the head teacher's permission, to be absent. Absences may be unauthorised in the following circumstances:

Holidays in Term Time (Not Exceptional Circumstances)

The new regulations in force from 1st September 2013 state that **parents/carers do not have a legal right to take their children out of school for holidays in term time**. Nanpean School will not authorise term time holidays unless it can be adequately proven that there are exceptional circumstances present. The school may consider approving a request for pupils provided the following conditions are met:

- The child's attendance is 96% or above for the past 6 months.
- No more than 5 days holiday has been requested in one academic year.
- The period of absence does not include any internal or external examinations.
- There are exceptional reasons as to why a holiday cannot be taken in normal holiday time.

Applications to take a holiday or an occasional special day during term time will be considered on an individual basis and should be applied for using the holiday application form obtained from the school office.

Extension of Authorised or Unauthorised Leave

Where leave has been requested for a specific time frame, but children are absent for dates outside of the specified time frame, the additional days will be unauthorised irrespective of whether the original leave was authorised or unauthorised.

Insufficient Explanation for Absence

Where a child is absent and we are unable to establish the reason, the absence will be recorded as unauthorised. This would occur where we are unable to speak with a parent/ carer, where the parent/ carer is elusive or vague as to the reasons, or where a parent/ carer has not or cannot supply medical evidence of an appointment or absence where requested.

Where a child is absent without explanation for two consecutive days, the Student Welfare Officer will be contacted on the third consecutive day of absence for investigation into the reason for absence.

Lateness

- Pupils arriving after the register has been closed at **9.00am** will be considered as **late (L)**, and must report to the school office.
- Pupils arriving after **9.30am** will be marked as **absent (U)** for the morning session. This will be considered an unauthorised absence unless a satisfactory reason and evidence is given, for example a medical appointment.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.

Other Absence

Other absence from school will be considered on an individual basis and a decision will be made to authorise or not authorise the absence.

REPORTING TO PARENTS AND CARERS

The class/es with the highest attendance is reported in the weekly newsletter. Individual pupils' attendance figures will be reported to parent/carers during termly parent consultations and at the end of the academic year within their child's report.

ATTENDANCE AWARDS

- Children who achieve 100% attendance are presented with an attendance wristband/ certificate at the end of each term.
- Children who achieve 100% attendance at the end of the year are presented with an attendance wristband/ certificate and a gift.

REGULAR ABSENCE

It is the responsibility of all staff to be aware of, and bring attention to, any emerging attendance concerns.

Monitoring takes place on a regular basis (please refer to the Attendance Monitoring Flowchart for more information on what we monitor and how frequently.) We will look for patterns and reasons for absence, making parents or carers aware of the number of absences and the importance of attendance. Additional support may be available from outside agencies (e.g. school nurse, family support worker, etc). In other cases, the school will seek advice from the Student Welfare Officer (SWO) (see Appendix E). Action may include the use of the Fast Track system and/or Fixed Penalty Notices. Monitoring will continue and a Common Assessment Framework meeting could be considered.

ATTENDANCE CODES

The school uses the national codes on SIMS to record attendance information:

Code	School meaning	Statistical meaning	Code	School meaning	Statistical meaning
/	Present (AM)	Present	N	No reason yet provided	Unauthorised absence
\	Present (PM)	Present	O	Other unauthorised absence	Unauthorised absence
B	Educated off site (not dual registered)	Approved educational activity	P	Approved sporting activity	Approved ed. activity
C	Other authorised circumstances	Authorised absence	R	Religious observance	Authorised absence
D	Dual registered (attending other setting)	Approved educational activity	S	Study Leave	Authorised absence
E	Excluded (no alternative provisions)	Authorised absence	T	Traveller absence	Authorised absence
F	Extended family holiday (agreed)	Authorised absence	U	Late (after registers closed)	Unauthorised absence
G	Family holiday (not agreed)	Unauthorised absence	V	Educational visit or trip	Approved ed. activity
H	Family holiday (agreed)	Authorised absence	W	Work experience	Approved ed. activity
I	Illness	Authorised absence	X	DfES – School closed	Attendance not required
J	Interview	Approved ed. activity	Y	Enforced closure	Attendance not required
L	Late (before register closed)	Present	#	School closed to pupils/ staff	Attendance not required
M	Medical/ dental appointment	Authorised absence			

Policy reviewed: November 2018

Approved by governors: 13th November 2018

To be reviewed: November 2020

APPENDIX A – FIRST LETTER TO PARENTS

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

«chosen_forename» «chosen_surname»

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. At Nanpean School, any pupil's attendance which falls below 96% is a cause for concern.

We are therefore writing to you due to «chosen_forename»'s current level of attendance.

Overall School Attendance	«percentage_attendance»%
Of Which Authorised Absences is	«percentage_authorised_absences»%
Of which Unauthorised Absence is	«percentage_unauthorised_absences»%

This means that «chosen_forename» has missed «total_unauthorised_absences» sessions which are Unauthorised and «total_authorised_absences» which are authorised. To put this into perspective a 90% attendance is equivalent to missing 19 days of school per year.

It is important that this low attendance improves and we will continue to monitor the situation.

Any child who is absent, without explanation, for 20 unauthorised sessions out of 100 will be notified to the Local Authority by submitting a referral to our Student Welfare Service, who made decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to 3 months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in court action.

If you have any queries or would like to talk to someone about Attendance please do not hesitate to contact us.

Yours sincerely,

Miss C Morton
Head teacher

APPENDIX B – FOLLOW UP LETTER TO PARENTS

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

«chosen_forename» «chosen_surname»

Since we last wrote to you, «chosen_forename»'s attendance has failed to improve and is now «percentage_attendance»%.

This continues to be below expected levels.

We would therefore like to discuss this matter with you and ask that you contact the school within 5 school days to arrange an appointment. Failure to contact us or to attend the meeting will result in this matter being referred to the Student Welfare Officer, who will investigate matters of ongoing poor school attendance on our behalf.

We look forward to hearing from you.

Yours sincerely,

Miss C Morton
Head teacher

APPENDIX C – WARNING OF UNAUTHORISED ABSENCES

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

«chosen_forename» «chosen_surname»

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. In the course of our monitoring we have noted that «chosen_forename»'s has accrued <<number of unauthorised sessions>> sessions (the equivalent of <<equivalent number of school days>> school days) of unauthorised absence. Their current attendance percentage is «percentage_attendance»%.

Please note that, where a child has unauthorised absence of 10 or more half sessions (the equivalent of 5 school days) in a 10-week period, a penalty notice may be issued **to each parent for each child** under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in court action.

Where a child has unauthorised absence of at least 20 half sessions (the equivalent of 10 school days) in a 10-week period, parents/ carers are at risk of prosecution in the Magistrates Court, leading to fines up to £2,500 and/ or custodial sentences. The Local Authority may also apply for the costs incurred in taking the matter to court.

Should «chosen_forename» accrue any further unauthorised absence we will discuss the matter with our Student Welfare Officer to determine whether further action may be necessary to ensure that «chosen_forename»'s education isn't negatively impacted by a series of unauthorised absences.

If you have any queries or would like to request advice or support in improving your child's attendance, please do not hesitate to contact us.

Yours sincerely

Miss C. Morton
Acting Head teacher

APPENDIX D – REFERRAL TO THE STUDENT WELFARE OFFICER

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

«chosen_forename» «chosen_surname»

Since we last wrote to you, «chosen_forename»'s attendance continues to decline and is now «percentage_attendance»% which is of serious concern to us.

Consequently, we have requested that our Student Welfare Office: Caroline Hunt, becomes involved in ensuring that «chosen_forename»'s attendance improves. Caroline will be in touch with you shortly to introduce herself and investigate the reasons for your child's poor attendance and what measures may be put in place to support your child in bring their attendance rate up to an acceptable level.

In the meantime, if you have any questions regarding your child's attendance or feel that you require more immediate support from the school, please make an appointment to meet with Miss Morton as soon as possible.

Yours sincerely

Miss C Morton
Head teacher

APPENDIX E – REFERRAL TO THE STUDENT WELFARE OFFICER

BRANNEL

T: 01726 822485 E: info@brannel.com W: www.brannel.com
Brannel School Rectory Road St. Stephen St. Austell Cornwall PL26 7RN
Headteacher: Mr Andy Edmonds

**Nanpean School
Student Welfare Service – Referral**

Full name of parent/carer:

Address:

Home Tel No: Work Tel. No:

Others with Parental Responsibility:

Other Agencies involved:

Any Special Educational Needs:

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Reason for Referral and Any Other Relevant Information:

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Prior Action Taken by School (include details of contact with parents):

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BRANNEL

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Brannel School Rectory Road St. Stephen St. Austell Cornwall PL26 7RN

Headteacher: Mr Andy Edmonds



Action Required:

Home Visit

Initial Warning Letter

Attendance over the last 100 (half day) sessions:

Authorised absence over the last 100 (half day) sessions:

Unauthorised absence over the last 100 (half day) sessions:

Please attach computer print out

Referred by: **Date:**