

Attendance Procedure



*Fradley Park Primary and Nursery School
September 2022*

Implementation date: September 2022
Review date: September 2023



Mission Statement

Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident, and competent adults who can realise their full potential and make a positive contribution to their community.

We expect all children on roll to attend every day, when the school is in session, if they are fit and healthy enough to do so. This document should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, and support for children with medical needs.

Aims

To promote positive behaviour and excellent attendance is the responsibility of the whole school community.

To ensure children attend school on time every day that school is open unless the reason for absence is unavoidable.

To promote good attendance by the development of positive attitudes towards school.

To strive to make our school a happy and rewarding experience for all children.

To reward those children whose attendance is very good.

To make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

To act early to address patterns of absence to ensure that every pupil has access to full time education to which they are entitled.

Under The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England), Amendment Regulations 2010, 2011, 2013 the Local Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. School attendance data document and procedures are always outlined by the Headteacher in the termly report to Governors.

Definitions

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 guardian. For example, if a child has been unwell, the parent writes a note, emails or telephones the school to explain the absence.

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

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example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. This includes:

- Parents keeping off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

Persistent Absence

Persistent absentees are defined as those pupils missing around 10% or more of the typical amount possible sessions across a given period.

Procedures If a Child is Absent

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.

When the child returns to school, a note should be brought from a parent or guardian to explain the absence.

A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, to check on the safety of the child.

Involving other agencies – the Senior Leader Responsible for School Attendance is informed of the absence of any child for a continuous period of 10 days or more without school's permission. We also involve take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern.

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Requests for Leave of Absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we appreciate there can be exceptional circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a family bereavement or special event. We expect parents and carers to contact the school as soon as possible in these circumstances. Only exceptional circumstances warrant an authorised leave of absence. We consider each request individually considering the circumstances, such as, the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; the pupil's attainment; attendance and ability to catch up on missed schooling.

Parents and carers with effect from 1st September 2013, no longer have the right to withdraw their children from school for up to ten days for an annual holiday. Thus, the Headteacher can no longer approve requests for leave of absence for holidays during term time.

Long-term Absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their schoolwork.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

If a child is known to have been out of the country and a medical note has not been received after ten days then the child can be taken off roll at the discretion of the Head Teacher, in line with statutory guidance.

Repeated Unauthorised Absences

Parents whose children are experiencing difficulties are encouraged to contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school will refer the parent(s) and child(ren) to the Local Support Teams for Targeted Services and as appropriate, other Partner Agencies to overcome barriers to regular attendance, through a range of intervention strategies.

When an individual pupil's attendance level falls below 90% in any term, without good reason, a referral to the JTMAT Attendance Officer will be made by the school. Following investigation any unresolved issues could result in the parent receiving penalty notice or ultimately prosecution under The Education (Penalty Notices) (England) Regulations 2007 & amendments. From September 2013 the penalty notices cost £60 per child, per parent if paid within 21 days or £120 if paid between 22 and 28 days. The maximum penalty on conviction is a fine of £2,500 and/or 3 months' imprisonment.

Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school term time.

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Procedures

The school applies the following procedures when deciding how to deal with individual absences. The school uses a computerised system to record attendance. The registers stay open until 9.15 a.m. in the morning session and 1.30 p.m. in the afternoon session.

A child arriving late but before the register closes is marked as late. They receive an absence mark initially but if they arrive before 9.15 a.m. then they receive a present mark also, thus creating a late indicator showing that the child is present in school.

A child arriving after the register is closed is marked absent and a pupil arriving after the register has closed is marked absent with code 'U' (arrived in school after registration closed) or with another absence code if that is more appropriate. In these cases, staff must be aware of a child being in class for the purposes of an emergency evacuation. We actively discourage late arrival and are alert to patterns of late arrival and seek an explanation from the parent.

Our expectations regarding good attendance and time keeping are laid out in the school home school agreement.

Rewards for Good Attendance

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term.

Responsibilities

The Office Services Manager is responsible for maintaining the attendance figures. This includes preparing the class registers.

The Office Services Manager alerts the Head Teacher to any poor attendance by a child even if reasons have been given by the parents. A decision is then made to send a letter to the parents or contact JTMAT Attendance Officer if the child is already known to JTMAT.

The Office Services Manager also telephones parent or sends out letters if the school has not received an explanation for an absence so that the parents may provide a reason.

Teaching staff are responsible for completing the online register at the beginning of the morning and afternoon sessions. They also inform the Head Teacher of any concerns about a child's attendance or punctuality so that parents can be contacted.

School Responsibilities:

We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately

We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the JTMAT Attendance Officer,

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School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the JTMAT Graduated Response Procedures and/or Early Help Assessment process to support this.

We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities:

Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.

Inform school straight away if their child cannot attend and give the reason.

Try to make medical, dental, or other appointments outside the school day.

Ensure the school is aware of any circumstances at home that may be likely to affect their attendance.

Encourage good routines at home which promote a healthy lifestyle including enough sleep.

To talk to their child about school and let the school know if their child is worried about any issues such as difficulties with homework or friendship problems.

Do not book holidays in term time.

Seek advice from their G.P. if they are unsure how long to keep their child off school with an illness.

Ensure school has all their up-to-date contact details.

Encourage their child to enjoy school and make the most of all the opportunities available to them.

The Importance of Good Attendance and its Link to Attainment:

The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. [February 22nd 2015 Department of Education](#)). The research was based on data from all schools in England going back several years.

The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.

Where pupils miss up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to master age related expectations or above in reading, writing or maths tests than those with no absence.

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Admissions Register:

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006:

Where they have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);

Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;

Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;

Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,

Have been permanently excluded.

Elective Home Education:

If school receives written notification from parents that they wish to home educate their child, then we will inform the Local Authority via Entrust at enquiries@entrust-ed.co.uk of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

Attendance Data and Targets:

The Local Authority does not prescribe individual school targets for attendance or persistent absence. As a School we set realistic but ambitious targets for whole school attendance and persistent absence for all pupils or other disadvantaged or vulnerable groups.

Monitoring and Review

It is the responsibility of the governors to monitor overall attendance, and they will request regular reports from the Headteacher. The governing body also has the responsibility for this document, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them and seek to ensure that our attendance figures are as high as they should be.

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The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported in the governors' report, including that for specific groups (i.e. pupils with SEND, LAC, Pupil Premium etc).

Class Teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardians.

The Headteacher and Office Services Manager work together to analysis and monitor attendance data. Appropriate date is in place to encourage all pupil's attendance including vulnerable groups. This document will be reviewed by the governing body every three years, or earlier if considered necessary.

Legal Framework

The Education Act 1996;

The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013;

The Education (School Day and School Year) (England) Regulations 1999;

The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011;

Crime and Disorder Act 1998;

The Anti-Social Behaviour Act 2003;

The Education Act 2005;

The Education and Inspections Act 2006;

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;

The Education (Penalty Notices) (England) Regulations 2007 and amendments; and The Education and Skills Act 2008;

The Equality Act 2010

JTMAT Schools Attendance Procedures: These are the Attendance Procedures for Fradley Park Primary and Nursery School and should be read in conjunction with the JTMAT Attendance Policy. <http://resources.itmat.co.uk/policies/JTMAT%20Attendance%20Policy.pdf>

The School Attendance Target for Fradley Park Primary and Nursery School is: **97%**

STAFF RESPONSIBILITY

All staff at Fradley Park are responsible for the good attendance of all its pupils.

Senior Leader Responsible for Attendance – **Mrs Chrissie Allen, Headteacher**

Staff member responsible for the monitoring and management of daily attendance – **Miss Kelly Adnams, Office Services Manager**

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TIMINGS

The times of the school day are:

Nursery morning session starts at 8.30am - Nursery morning session ends at 11.30am

Nursery afternoon session starts at 12.30pm - Nursery afternoon sessions end at 3.30pm

Reception day starts at 8:30am for an 8:45am start.

Reception day ends at 3:15pms

CONTACT

To contact Fradley Park Primary and Nursery School to provide an explanation for your child's absence please telephone the main school office on **01543 761033** or email absence@fps.jtmat.co.uk

Pupils arriving late should sign in at main school office.

Should a pupil have an appointment during the school day, they are to sign out at main school office. The responsible adult collecting the pupil should present themselves to member of office staff team, with a copy of the child's appointment letter (if not already shown to school).

Policy Monitoring and Review

A copy of this policy is available to all staff and parents and is published on the school website.

This policy is reviewed every two years by the Governors or sooner.

Review date: November 2024

Signature



Headteacher

Date: 09/11/22

Signature



Chair of Governors

Date: 09/11/22

Request for Leave of Absence (NURSERY)
Request for Leave of Absence

 To be made to the Head Teacher -at least **2 weeks** in advance of date of requested absence

Name of School:		Name of Pupil:	
Class:		Year Group:	
Dates of planned absence:		From:	To:
Confirmed date of return to school:			
Reason for Request (continue overleaf if necessary):			
Name of Sibling		Name of Sibling	
School	Class/Year Group	School	Class/Year Group
Parents are asked to note: <ul style="list-style-type: none"> The JTMATs Attendance Policy is to fully comply with Government regulations. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". The school may seek advice from the JTMAT Strategic Lead for Attendance and liaise with the head teachers of schools' siblings attend. Requests for leave in exceptional circumstances should be made at least 2 weeks in advance of the event. Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final. Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern. Leave of absence will NOT be granted during periods of public examinations or internal school assessments. Leave of absence will NOT be granted for holidays during term time regardless of circumstances. Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised. If the school grant a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice. Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school. Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above. 			
Circumstance	Number of Days which maybe be authorised	Additional Notes	
Religious Observance	1 day in any one academic year	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice 	
Family Celebration	2 days in any one period of absence Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice 	
Family Emergency/compassionate leave	2 days in any one period of absence Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice 	
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes Absence must <u>not</u> be authorised if licence not obtained by parents from LA	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice Parents are required to obtain a licence from the LA 	

		<ul style="list-style-type: none"> • Not to be authorised if a pupil's attendance would fall below 96% • School to make arrangements for pupil to receive a suitable education <ul style="list-style-type: none"> ○ For not less than 6 hours per week and ○ During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and ○ On days where pupils would be expected to attend school and ○ For not more than 5 hours on any such day
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	<ul style="list-style-type: none"> • Absences will not be granted for any other reasons other than occupational circumstances

Signed (Parent with Parental Responsibility): _____ **Date:** _____

To be completed by school – copied retained on record – copy to parents (Tick as appropriate)

Pupil's current attendance % (YTD)	Leave absence already taken this academic year
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Absence authorised	No further action	Register Code/Reason	

Unauthorised Absence	Fixed Penalty Notice <small>6 or more sessions (1 session = ½ day) in the current or previous half term.</small>	Register Code/Reason	
Yes No		Not deemed as exceptional circumstances	O
Yes No		Unauthorised Holiday	G
Yes No		Pupil at level of persistent absence	O
Yes No		Religious observance above 1 day in academic year	O
Yes No		Family celebration above 2 days in academic year	O
Yes No		Exam period	O
Yes No		Other – please specify	O

Head Teacher Signature: _____ **Date:** _____



Request for Leave of Absence

Request for Leave of Absence

To be made to the Head Teacher -at least **2 weeks** in advance of date of requested absence

Name of School:		Name of Pupil:	
Class:		Year Group:	
Dates of planned absence:		From:	To:
Confirmed date of return to school:			

Reason for Request (continue overleaf if necessary):

Name of Sibling		Name of Sibling	
School	Class/Year Group	School	Class/Year Group

Parents are asked to note:

- The JTMATs (John Taylor Multi Academy Trust) Attendance Policy is to fully comply with Government regulations. Statutory guidelines state **"Headteachers may not grant leave of absence during term time unless there are exceptional circumstances."**
- The school may seek advice from the JTMAT (John Taylor Multi Academy Trust) Strategic Lead for Attendance and liaise with the Headteachers at schools' siblings attend.
- Requests for leave in exceptional circumstances should be made at **least 2 weeks in advance** of the event.
- Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final.
- Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern.
- Leave of absence will NOT be granted during periods of public examinations or internal school assessments.
- Leave of absence will NOT be granted for holidays during term time regardless of circumstances.
- Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised and subject to a fixed penalty notice (fine).
- If the schools grant a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice.
- Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) requested, and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school.
- Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA (Local Authority) for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above.

Circumstance	Number of Days which may be authorised	Additional Notes
Religious Observance	1 day in any one academic year	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Celebration	2 days in any one period of absence Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
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Participation in sporting/arts/theatre events as part of professional organisation	See additional notes Absence must <u>not</u> be authorised if licence not obtained by parents from LA	<ul style="list-style-type: none"> • additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice • Parents are required to obtain a licence from the LA • Not to be authorised if a pupil's attendance would fall below 96% • School to plan for pupil to receive a suitable education <ul style="list-style-type: none"> ○ For not less than 6 hours per week and ○ During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and ○ On days where pupils would be expected to attend school and ○ For not more than 5 hours on any such day
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	<ul style="list-style-type: none"> • Absences will not be granted for any other reasons other than occupational circumstances

Signed (Parent with Parental Responsibility):

Date:

To be completed by school – copied retained on record – copy to parents (Tick as appropriate)

Pupil's current attendance % (YTD)	Leave absence already taken this academic year
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	Yes No	Pupil at level of persistent absence	O
	Yes No	Religious observance above 1 day in academic year	O
	Yes No	Family celebration above 2 days in academic year	O
	Yes No	Exam period	O
	Yes No	Other – please specify	O

Head Teacher Signature:

Date: