

Attendance Policy

TUDOR PRIMARY SCHOOL

Summer 2021

Authored by Rob Weightman

Tudor School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality. This is to enable them to take full advantage of the educational opportunities available to them, enhancing their learning, friendships and attitudes to school.

The school offers a wide range of support to encourage good levels of attendance. This ranges from the provision of high quality (and school subsidised) breakfast care to more bespoke support to individual families (such as child collections).

All members of the school community have a responsibility for ensuring good attendance at Tudor Primary and Miss Reading (INCo) has dedicated time (and responsibility) to help ensure that the school is successful in regards of attendance.

Target Setting/Monitoring

In partnership with the Attendance Improvement Team, Tudor School monitors the attendance of individuals and groups of pupils. It is our aim to exceed the national average for attendance. The school also analyses attendance data to find trends/ lines of enquiry regarding attendance. This, for example, could relate to particular days on increased absence (eg Monday/ Friday) or increased rates of absence for particular groups of children.

Expectations

The responsibility for good attendance is shared between school, parents and pupils. Information about how successful the school is in respect of attendance is shared regularly with the school community via newsletters and web updates.

The **staff of Tudor School** are committed to

- providing a safe learning environment
- ensuring that records of attendance are maintained according to Government legislation and guidance on a daily basis
- encouraging good attendance and investigating all unexplained and unjustified absences
- setting a good example in matters of attendance and punctuality
- following up all instances of poor attendance and punctuality
- keeping parents informed of their child's attendance/punctuality record
- working closely with parents should attendance or punctuality give cause for concern

Parents are legally responsible for ensuring their child's regular and punctual attendance. This means they must do all they can to:

- make sure their child arrives on time for register
- make sure their child attends regularly and provides a note of explanation if he/she is absent
- make sure their child is fit for school, including playtime and PE.

In the school brochure, we request that parents telephone the school to explain any reason if their child is absent from school, so that we know that their child is safe.

Pupils are expected to:

- attend school and all of their lessons regularly and punctually
- remember to hand any note giving reasons for absence to the class teacher
- be ready to learn
- not leave the school without permission

Registration

- Pupils may enter the building when the school doors open at 8.45am. Pupils should not arrive at school before that time unless they have been invited to class-based provision that starts before this time.
- The class attendance register is completed at the start of each session.
- In general this is done electronically. If it is not possible, for any reason, to access the electronic register then a manual register can be printed by office staff to be completed and returned to the office.
- In addition, each class has a laminated class list, on which to record absences in case of fire evacuation.
- At 9.00am the children's doors to the classrooms are closed. Children arriving after this time should report to the school office, with parent if present, to record the time of arrival and reason for lateness in the attendance log. They are then escorted to class by a member of staff.
- A child is deemed to be late if they are not present in the classroom by 9.00am (morning session) or 1.20pm (afternoon session).
- **Lateness** is indicated by L
- Registers close at 9.15am and 1.15pm. If a child arrives after the register is closed then they should be recorded as absent. (See absence codes)
- An absence will only be **authorised** if a parent informs the school of the reason for absence, in person, by phone, email or letter. Parents are encouraged to provide additional written information when appropriate.
- If the school is closed, e.g. for INSET, occasional day, then the columns under that date should contain #.
- If the school is closed unexpectedly, e.g. due to exceptional weather conditions, then absences for each pupil should be recorded with a Y.
- A summary of the appropriate symbols to indicate present, authorised absence, approved educational activity and unauthorised absence follows in **Appendix A**.

Lateness and Absence

Parents whose children are regularly late for or absent from school, will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in punctuality.

The office team are able to create analysis reports that highlight persistent absentees/lines of enquiry. The office team are then able to target parents to improve attendance as well as sign post the parents to the range of supportive measures that Tudor provides.

Absence from school **may** be authorised if it is for the following reasons:

- Sickness

- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as
 - Bereavement of a close family member
 - Music/ educational exams
 - Moving house
 - Weddings of parents (one day for ceremony)
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the headteacher in advance
- Leave of absence should be granted to allow a pupil to take part in a performance within the meaning of S37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the head teacher.

School will not authorise absence for reasons such as:

- Shopping
- Looking after siblings or parents who are unwell
- Birthdays
- Holidays in term time
- Funeral of close family member involving more than one day of absence
- Pet illness/ bereavement

In circumstances where a parent would reasonably be expected to seek permission for leave of absence in advance, e.g. for a music exam, moving house, they must complete an **Application for Leave of Absence**, which is available from the school office (Appendix B). If a holiday in term time is requested, a **standard letter** (Appendix Ci) may be sent to the parent, explaining the reasons why their request is being declined (Appendix Cii may be needed when attendance rate is already low). If there is any doubt about whether an absence should be authorised, the decision rests with the headteacher.

Not attending in circumstances relating to COVID-19

Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they will be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.

Following up Absences

- On the first day of absence, if no explanation is received from parents, a member of the office team phones the parent to check the reason for absence (**first day response**). SEE ADDITIONAL GUIDANCE FOR OFFICE TEAM FOLLOW UP- APPENDIX E
- Until an explanation is received the absence is marked as N.

- If no explanation is given or explanation does not merit an authorised absence then it is marked as O.
- If attendance is a concern (such as below 90% as indicated by analysis) the school attendance lead will investigate ways to support. A meeting may also be arranged to discuss how the school can support the family in improving the child(ren)'s attendance. This may include support from a family support worker, social services, etc.
- If the pupil's attendance does not improve, the pupil will be referred to the Attendance Improvement team.
- Where a child's attendance has given cause for concern and has shown significant improvement, this is acknowledged by the headteacher to the parent.
- If the pupil is taken off role then the office team completes an EWN1 form to inform Attendance and Pupil Support.

Leaving and returning to School during School Day

- Parents must notify school staff if the pupil leaves the school site during the school day.
- Pupils must be signed out of school.
- Pupils must be signed back into school on their return.
- The signing in and out record will be the responsibility of the office team in the event of fire.

Rewards

Tudor School promotes good attendance through use additional incentives including:

- Weekly presentation of class trophy for the class with the best attendance that week
- Termly presentation of certificates in final assembly for children with 100% attendance over the course of the term
- Termly presentation of certificates for children who have shown a marked improvement in attendance between two separate periods
- Annual presentation of certificates in final assembly (July) for children with 100% attendance over the course of the whole year

Working with the Attendance Improvement Team

Tudor Primary works in partnership with the Link Local Authority Attendance Officer (LAAO). The school is able to receive advice and support from the attendance service from county. Regular meetings take place with the Attendance Team so that the school can evaluate further ways to improve the strategy for ensuring good attendance.

Use of Fixed Penalty Notices (FPNs)

A penalty notice will be issued by the Local Authority with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for at least 15 sessions (one session is half day either am or pm) in the previous and/or current term. **Penalty notices will involve a parent paying a fine of £60 if paid within 21 days, or £120 if paid within 28 days. This cost is per parent / per child.**

Failure to pay the fine within 28 days will result in either a prosecution for the offence to which the notice applies, or withdrawal of the notice (limited circumstances apply). Prosecution will be taken by the Local Authority under the Education Act 1996, section 444.

Hertfordshire County Council will issue all Penalty Notices which meet the Hertfordshire Code of Conduct regardless of the overall level of the pupil's attendance and whether the unauthorised absence relates solely to an unauthorised holiday or other unauthorised absence.

The issuing of penalty notices will comply with the code of conduct and practice as determined by the Local Authority

Publication of Information

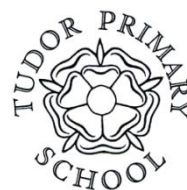
- Tudor School shares information on individual pupils' attendance as necessary with parents, pupils, staff and outside agencies who are working with families for the welfare of the children, e.g. social services.
- We provide current attendance statistics on the school website. Attendance is reported termly in school Governors' meetings.
- The headteacher will be responsible for ensuring that data collected by DfE is accurate.

APPENDIX A

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at offsite educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance



Application for Leave of Absence

Due to the 2013 amendment to the Education (Pupil Registration) Regulations 2006, headteachers are no longer allowed to authorise leave of absence for holidays during term time and may not grant **any** leave of absence during term time unless there are **exceptional** circumstances.

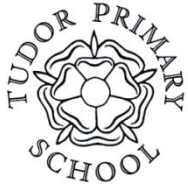
If you wish to request leave of absence for your child, please explain the exceptional circumstances below.

I request that _____ child's name be granted leave of absence from Tudor Primary School, from _____ to _____ 20____, for the reasons detailed below:

Signed _____
Parent/Carer

Date _____

APPENDIX Ci



PARENT NAME
c/o NAME/CLASS
DATE

Dear PARENT SALUTATION

Re: Application for leave of absence

Thank you for your request for leave of absence for NAME for DATE RANGE.
Due to the 2013 amendment to the Education (Pupil Registration) Regulations 2006, headteachers are no longer allowed to authorise leave of absence for holidays during term time.

While I have every sympathy with your situation, I am afraid that I must refuse permission for leave of absence during term time and any absence will be classed as unauthorised.

Regards,

A handwritten signature in blue ink, appearing to read "Rob Weightman", is written over a light yellow rectangular background.

Rob Weightman
Headteacher

APPENDIX Cii

PARENT NAME
c/o CHILD NAME/CLASS
DATE

Dear Parent Salutation

Re: Application for leave of absence

Thank you for your request for leave of absence for NAME for DATE RANGE.
Due to the 2013 amendment to the Education (Pupil Registration) Regulations 2006, headteachers are no longer allowed to authorise leave of absence for holidays during term time.

While I have every sympathy with your situation, I am afraid that I must refuse permission for leave of absence during term time and any absence will be classed as unauthorised.

I would like to take this opportunity to advise you that your child's attendance is, to date, **XX%**. Further absences will therefore take your child over our persistent absence threshold. Please can you arrange a time with the office to come and see me to discuss this.

Regards,

A handwritten signature in blue ink, appearing to read 'Rob Weightman', is placed on a light yellow rectangular background.

Rob Weightman
Headteacher

APPENDIX D

Date

Dear Parent/Carer,

Re: attendance

..... was absent from school on the date(s) listed below. Please return this letter to school with the reasons for absence filled in next to each date.

Dates	Reasons for absence

Until we know the reason for your child's absence(s) they will remain on his/her school record as unauthorised absences, which may lead to investigation by the attendance improvement officer.

Yours faithfully,

Office Team

APPENDIX E

Absence management procedure- 2022 update

Tudor Primary maintains information on the attendance of children and families including detailed records regarding our response to absence (and poor punctuality).

Alongside our record keeping we have a clear set of measures we follow if a child is not present in school.

Basic procedure:

- **Ensure all registers completed by 9am**
- **Check list of absentees and update records with reasons for absence**

For any children of concern/ absent without reason

- **Filter the list to year group order**
- **Starting with year 6 and work through the school with regards to contacting parents / carers of any children that are not accounted for**
- **Contact primary contact first and record reasons for absence**
- **If no reply, send text / Arbor in app message and telephone all other listed contacts to seek information on absence**
- **If no response, seek to find further information (this includes using communication book for comments/ speaking to children in class)**
- **Action any next steps required including informing senior leaders in school.**

Senior leaders able to initiate home visits and, if required, contacting of police to report missing children.

Whenever required, meetings to be held with families of concern to support the attendance, safety and well-being of the children.

All of the above to be recorded as part of attendance procedures as well as being placed on CPOMs.