



# North Huddersfield Learning Community

# Attendance Policy

2022-2023

Chairperson – Diana Wilson, Birkby Infant & Nursery School, Blacker Road, Birkby, Huddersfield, HD1 5HQ



## **CONTENTS**

|   |     |
|---|-----|
| 1. Introduction and Statement of Intent | p.3 |
| 2. Roles and Responsibilities           | p.3 |
| 3. Understanding Types of Absence       | p.4 |
| 4. Absence Procedures                   | p.5 |
| 5. Lateness                             | p.5 |
| 6. Leave of Absence in Term Time        | p.6 |
| 7. Attendance and Pupil Support Service | p.7 |
| 8. Summary                              | p.7 |

## **1. INTRODUCTION AND STATEMENT OF INTENT**

Regular school attendance is essential to ensure the best possible learning outcomes for all children and is necessary to promote better life chances. Our ethos encourages children to feel that their presence in school is important and that they are missed when they are absent or late.

There is a clear link between good attendance and high standards. For our children to gain the greatest benefit from their education it is vital that they attend regularly. Every child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

There is now more Government pressure on schools than ever before to ensure the regular attendance of children in their school. There is a legal requirement for schools to set targets for improving school attendance.

This policy sets out the principles and guidelines by which we seek to raise attendance, improve punctuality, raise levels of achievement and to maximise opportunities both in school and in later life.

### **WHY REGULAR ATTENDANCE IS SO IMPORTANT:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines and may affect the learning of others in the same class. Ensuring every child's regular attendance at school is the responsibility of their parents/carers and permitting absence from school without good reason creates an offence in law and may result in prosecution.

## **2. ROLES AND RESPONSIBILITIES**

**PROMOTING REGULAR ATTENDANCE** and helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, pupils and all members of school staff.

### **To help us all to focus on this we will:**

- Give parents/carers details on attendance in our regular newsletters and on our websites.
- Report to parents/carers at least termly on their child's attendance and punctuality.
- Monitor whole school attendance continuously.
- Routinely celebrate good attendance.
- Reward good or improving attendance.
- Run promotional events when parents/carers, pupils and staff can work together on raising attendance levels across the school.

### 3. UNDERSTANDING TYPES OF ABSENCE

Every half day absence from school is coded by the school (not by parents/carers) as either authorised or unauthorised.

It is the parent/carer's responsibility to inform school before registration if their child will be absent and the reason for the absence.

**Unauthorised absences** are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have not been clearly explained.
- Shopping trips, looking after other children or celebrating birthdays.
- Day trips and absence in term time which have not been agreed.

This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Absences will only be authorised where a good reason is provided such as genuine illness or family emergencies.

Absence for religious observance, as advised by the DfE, can be authorised for up to 3 days over the school year.

Routine appointments should ideally be made outside of school hours. If an appointment during the school day is unavoidable children should only be out of school for the duration of that appointment.

#### **Sickness Absence**

Schools make the decision whether to authorise any reported absence due to illness. If there is doubt that an illness is genuine the absence will not be authorised. Where sporadic illness has become excessive school may request medical evidence for each and every subsequent period of absence. If absence extends beyond 5 days schools will require medical evidence explaining why the child is unfit to attend school.

#### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more of their schooling across a school year for any reason. Absence at this level causes considerable damage to children's educational attainment and we need full the support and co-operation of parents/carers to tackle this.

All schools monitor absence thoroughly. Where a child's attendance is nearing 90% the school will work closely with parents/carers to determine reasons for this and agree strategies for improvement.

**PA** pupils are tracked and monitored in school and are discussed routinely with the Local Authority Attendance and Pupil Support Officer.

#### **4. ABSENCE PROCEDURES**

Each school follows rigorous First Day Calling procedures to monitor absences from school.

**If a child is absent, parents/carers must:**

- Inform school before registration that their child will be absent and the reason for their absence.
- Keep any absence to a minimum.

**If a child is absent, school will:**

- Telephone, text or email parents/carers on the first day of absence if we have not heard from them.
- Liaise closely with the Attendance and Pupil Support Service and take appropriate action to address poor attendance; this may include letters being sent home, home visits by the Attendance and Pupil Support Officer or meetings in school.
- Refer the matter to the Attendance and Pupil Support Service if attendance falls below 90% (where schools subscribe to this service).

#### **Telephone Numbers**

It is vital that school can contact parents/carers at all times. Please ensure that you inform school of any changes to your contact details and provide additional emergency contacts in case you are unavailable.

#### **5. LATENESS**

Lateness is unacceptable. Each time a child is late the lesson is disrupted both for that child and other pupils in the class. Frequent lateness causes children to miss valuable learning and they may not receive vital information about their school day.

**Children will receive a late mark if they are not in class by the end of registration.**

If a child is frequently late parents/carers may be asked to meet with school or Local Authority staff to resolve the problem.

Parents/carers can approach school if they are having problems getting children to school on time.

## 6. LEAVE OF ABSENCE IN TERM TIME

Taking a 'Leave of Absence' in term time will affect a child's schooling as much as any other absence; we expect parents to help us by **not** taking children away in term time. There is **no** automatic entitlement in law to time off in school time for any reason.

Parents/carers must understand that by taking children out of school they are making a choice to miss out on part of their child's education.

Parents/carers choosing to take their child out of school during term time must complete a 'Leave of Absence Request Form' (available from the School Offices) and return it to the Head Teacher **before** making any travel arrangements; failure to do so could result in the child(ren) being removed from the school register and being referred to the Children Missing Education Team (CME). The form is available from the school office and proof of travel must be provided with a defined return date.

Head Teachers may only authorise Leave of Absence in exceptional circumstances.

Following any Leave of Absence, if a child does not return on the date given to school, school will use first day calling procedures. The Schools within the Pyramid cannot take children off roll while they are on requested Leave of Absence, unless the Leave of Absence exceeds 21 days. After the 21st day of unauthorised term time absence, a child will be taken off roll, even if school have been informed of a future return date as this is an avoidable absence.

The North Huddersfield Learning Community Head Teachers uphold the Local Authority expectations regarding Leave of Absence as these are in line with the DfE guidance. All requests from parents and carers are considered by individual schools in line with these guidelines and the North Huddersfield Learning Community schools will uphold any decisions made the Local Authority.

**It is the policy of North Huddersfield Learning Community to request a Fixed Penalty Notice for every pupil taking an unauthorised Leave of Absence in term time of 5 consecutive days (10 school sessions) or more.**

If parents/carers take their child(ren) out of school during term time, **and this has not been authorised by the Head Teacher**, they may be fined **£60.00** if paid within **21 days**, rising to **£120.00** if paid after **21 days but within 28 days**. **All penalties are issued to both parents for each child taking an unauthorised 'Leave of Absence'**. **Failure to pay the Fixed Penalty Notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, parents may be fined up to £1000 and they may receive a criminal record.**

Parents/carers who also choose to repeatedly take their children on unauthorised Leave of Absence (3 or more occasions in their time as a student at school) may be directly prosecuted under Section 444 of the Education Act 1996. If found guilty, they may be fined up to £1000 and receive a criminal record.

### **Religious Observance**

**Pupils may take leave of absence for up to 3 days within a 12 month period for religious observance. This applies where a religion other than Christianity is practiced and when the day falls on a usual school day.**

## **7. ATTENDANCE AND PUPIL SUPPORT SERVICE**

Many schools have an Attendance and Pupil Support Officer (APSO) who visits schools regularly to look at attendance data and discuss concerns with staff.

If attendance and/or punctuality drop to an unacceptable level a referral may be made to the APSO. The APSO will then make contact with the family to discuss any issues that may be preventing full school attendance and to work together to ensure improvement.

Failure to sustain improved attendance could result in Fixed Penalty Notices being issued or referral to the Magistrates Court.

## **8. SUMMARY**

Schools are committed to working in partnership with parents/carers, children and families to ensure a high a level of attendance. However parents have a responsibility to minimise absence; this includes illness, medical appointments and Leave of Absence. Persistent absence could result in further action being taken. Parents/carers should report absence as soon as possible providing a valid reason. Arriving at school on time every day will help you and your child establish good routines: lateness results in learning opportunities being missed. Good attendance and punctuality is crucial to ensure positive educational outcomes.

**Review September 2023**



## Appendix 1

### Promoting Good Attendance at Ashbrow School

| Key Contacts                            |   | Contact Details  |
|---|---|--|
| Headteacher                             | <i>Louise Kent</i>  | 01484 452128<br><br><a href="mailto:office@ashbrowschool.org.uk">office@ashbrowschool.org.uk</a> |
| Strategic Leader for Attendance         | <i>Chris Young (Deputy Headteacher)</i>   |  |
| Key Contacts (for day to day enquiries) | <i>Wendy Ratcliffe (Early Years &amp; KS1)</i><br><i>Jacqui Wilkinson (KS2)</i> |  |
| Safeguarding & Family Support           | <i>Debbie Whitehead</i><br><i>Alex Thomas</i>                                   |  |

### Ashbrow School has an attendance target of 97%

Attendance is presented as a percentage figure, but the diagram below relates this to a number of days off:

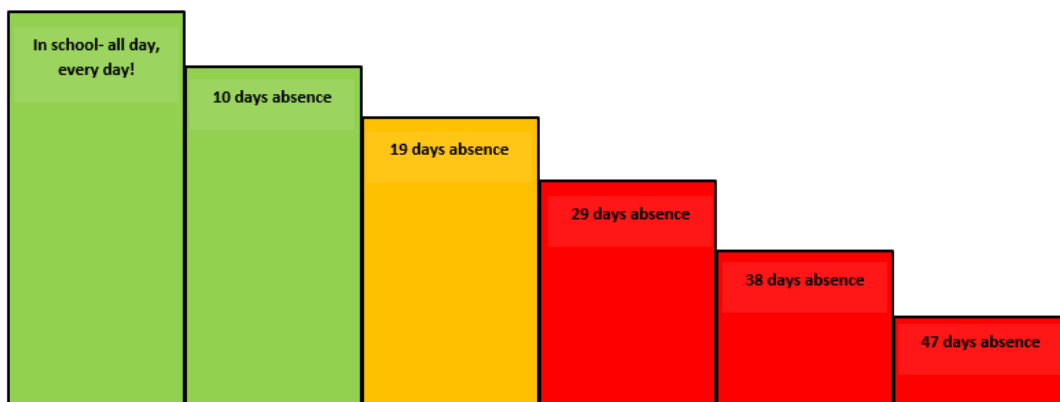
#### Every Day Counts at Ashbrow School!



There are 190 days in school every year.



This leaves 175 days for holidays, family time, shopping, household jobs and other appointments!



Good Attendance!  
Best chance to succeed!

Worrying!  
Harder to make progress.

Serious Concern!  
Very difficult to be successful.



## Roles & Responsibilities

We all have a role to play in ensuring that our pupils achieve good attendance:

| Parents/Carers  | School  | Governors  | Local Authority  |
|---|---|--|--|
| Ensure their child attends every day the school is open except when a statutory reason applies.       | Have a clear school attendance policy on the school website which all staff, pupils and parents understand.                         | Take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school cultures. | Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.  |
| Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). | Develop and maintain a whole school culture that promotes the benefits of good attendance.  | Ensure school leaders fulfil expectations and statutory duties.  | Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.  |
| Only request leave of absence in exceptional circumstances and do so in advance.                      | Accurately complete admission and attendance registers.   | Ensure school staff receive training on attendance.  |  |
| Book any medical appointments around the school day where possible.                                   | Have robust daily processes to follow up absence.<br><br>Have a dedicated senior leader with overall responsibility for championing |  | Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.<br><br>Offer opportunities for all schools in the area to share effective practice. |

## Promoting & celebrating regular attendance

### *“Don’t Miss A Day!”*

Promoting regular attendance and helping to create a pattern of good attendance is everybody’s responsibility- parents, pupils, governors and all members of the school staff. To help us all focus on this, we will:

- Monitor whole-school attendance continuously, keeping parents/carers updated on whole-school attendance through our weekly newsletters, on our web site and around the school buildings.
- Report to parents and carers at least termly on their child’s attendance and punctuality.
- Routinely celebrate good attendance
- Reward good or improving attendance
- Run promotional events when parents, pupils and school staff can work together on raising attendance levels across the school.

At Ashbrow School, our attendance reward systems are organised into weekly, half-termly and annual rewards, so that all pupils have regular opportunities to be rewarded for good or improving attendance:

|                    | <b>Rewards</b>  |
|--------------------|---|
| <b>Weekly</b>      | <p>In every Ashbrow Celebration Assembly, weekly attendance figures will be presented.</p> <p>The class with the highest attendance figure will be awarded with the Attendance Cup, and a small prize for each child.</p> <p>For any class that achieves 100% attendance in a given week, they will be rewarded with an extra play time, and their teacher will wear the attendance cape and crown!</p> |
| <b>Half-Termly</b> | <p>Pupils who achieve 100% attendance within a half-term will receive a coloured badge. Children will aim to collect all 6 badges across the course of the academic year.</p> <p>All pupils who achieve 97%+ attendance will be entered into a prize draw (per Key Stage) to win a prize for their family, e.g. a cinema, bowling or meal voucher.</p>  |
| <b>Annually</b>    | <p>All pupils who achieve 97%+ attendance will attend a special end of year celebration event.</p>  |

### **Punctuality**

**The school day begins at 8:45am and ends at 3:15pm each day, with school registers remaining open until 9:00am.** Anyone arriving at school after 9:00am will be classed as 'late' and this will be recorded on the register. Pupils who are routinely late for school miss out on vital teaching time and they often arrive feeling anxious and embarrassed to enter a classroom that has already settled for the day. The table below shows how much teaching time is lost if a child is regularly late:

| <b>Number of minutes late per day</b> | <b>Number of days lost learning over a year</b> |
|---------------------------------------|---|
| 5 minutes                             | 3.4 days  |
| 10 minutes                            | 6.9 days  |
| 15 minutes                            | 10.3 days                                       |
| 20 minutes                            | 13.8 days                                       |

### **Absence from School**

Any absence from school affects the pattern of a child's schooling, and where this becomes a regular occurrence it will seriously affect their learning and development. The school accepts that there are occasions when pupils are not able to attend school, and in these instances the school will treat the absence as authorised. Unauthorised absences, on the other hand, are absences that the school does not consider reasonable. Further examples are detailed below:

| Authorised Absences may include  | Unauthorised Absences may include                                     |
|--|---|
| Genuine illness (although mild illnesses such as a common cold, a sore throat or a headache should not be a reason for pupils to be kept at home). | Holidays in term time   |
| Hospital or Dental appointments (although routine appointments such as 'check-ups' should be arranged out of school hours)                         | Late, after registers have closed                                     |
| Bereavement (at the discretion of the Headteacher)   | Taking the rest of the day off, before or after a medical appointment |
| Religious Observance (no more than 3 days per year)  | Staying at home to care for relatives                                 |
| Approved leave in term time where there are exceptional circumstances, as agreed by the Headteacher  | Birthdays, weddings or anniversaries                                  |
|  | Transport issues  |
|  | Going shopping  |
|  | Unexplained absence where parents have not contacted school           |

If a child is absent, parents/carers should contact school as soon as possible before 9:00am to report their child's absence, as well as their expected date of return. Parents can contact school via telephone (01484 452128) or via the e-form on our web site (<https://www.ashbrowschool.org.uk/our-school/school-office>).

Where parents/carers have not been in touch to report their child's absence, the office team will attempt to make contact with the family, and where contact cannot be made, the Safeguarding Team will perform a home welfare visit.

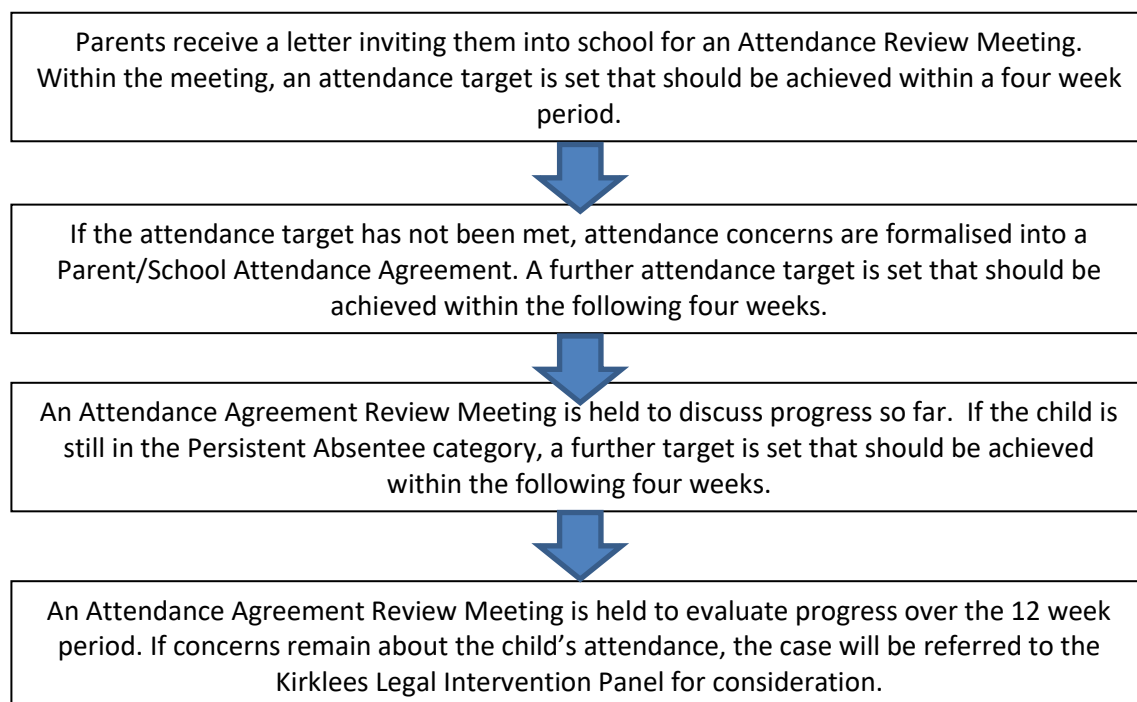
### **Monitoring attendance**

Attendance is monitored by the school on an ongoing basis. Where attendance falls below 96%, this becomes a cause for concern. Parents/carers will be notified in the following ways:

| Attendance Figure  | Action   |
|--|--|
| <b>Below 96%</b>   | When parents contact school to report their child's absence, the Office Team will routinely notify them of their child's current attendance level.   |
| <b>Below 90%</b><br><i>Defined by the Department for Education as 'Persistent Absence'</i> | Parents will be invited into school for an attendance review meeting with the Headteacher or Deputy Head, and a member of our Safeguarding Team. A discussion will be held to identify reasons behind the persistent absence, and a parent/school agreement will be drawn up. Attendance will be monitored closely to ensure rapid improvement.<br><br>Please see the flow chart overleaf for further information about the process. |

### **Addressing Persistent Absence**

Should a child become a 'Persistent Absentee' (attendance below 90%), parents will be invited into school for an Attendance Review meeting, so that there is an opportunity to discuss the barriers affecting attendance and to put together a plan to rapidly improve the situation. There will follow a 12-week monitoring period to ensure that improvements are achieved:



### **Help & Support**

The school fully recognises that families may experience unavoidable, adverse events during the course of an academic year that impact negatively on school attendance. In these cases, the school encourages families to liaise with the Safeguarding Team in school, who will endeavour to provide help, guidance and support. Ensuring good attendance is a partnership between home and school.



'Present' window closes at 9:00am.

Pupils marked as 'L' after 9:00am.  
Registers closed after 9:30am ('U' code).

**EYFS & Key Stage 1**  
Review registers and  
contact families where  
absence is marked as 'N'.

**Key Stage 2**  
Review registers and  
contact families where  
absence is marked as 'N'.

Vulnerable Families list  
updated & shared with  
Attendance Team.

Safeguarding Team to  
contact vulnerable families  
where absence is marked  
as 'N'.

Safeguarding Team to  
contact vulnerable families  
where absence is marked  
as 'N'.

**Safeguarding Team to  
meet with DHT by 10am**  
to discuss absence  
concerns.

Home Welfare Visits  
conducted by Safeguarding  
team.

**Safeguarding Team to  
feed back to DHT and  
agree next steps. Record  
on CPOMS.**