

St. John's C.E. Primary School

Poplar Street
Heaton Mersey
Stockport SK4 3DG

www.st-johns.stockport.sch.uk

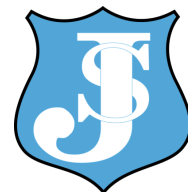
Policy for: Attendance

(Based upon The Heatons Primary Cluster & Priestnall School model policy)

Author	The Heatons Primary Cluster and Priestnall High School
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St John's CE Primary School Attendance Policy



Attendance Legislation

Under section 7 of the Education Act 1996, the parent or carer is responsible for ensuring that their child of compulsory school age receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special needs that the child may have. This can be regular attendance at school or by education elsewhere.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

'School has a responsibility to engage pupils in learning and to promote attendance'

The Department for Education quotes the following in regard to attendance and attainment links:

- 'There is clear evidence of a link between poor attendance at school and low levels of attainment:
- Of pupils who miss more than 50% of school, only 3 % manage to achieve 5 GCSEs A* to Cs including English and Maths.
- Of pupils who miss between 10% and 20% of school, only 35% manage to achieve 5 GCSEs A* to Cs including English and Maths.
- Of pupils who miss less than 5% of school, 73% achieve 5 GCSEs A* to Cs including English and Maths.'

Rationale

In order to safeguard all children St. John's C. E. Primary School is committed to supporting the welfare of our children through regular attendance at school. The link between good attendance and high levels of achievement is unquestionable. Every day that is lost to education can have a detrimental impact on the attainment and overall progress of children in school. Any pupil absence disrupts teaching and learning.

In addition, poor attendance and punctuality may be detrimental to the overall development of children and impair their social progress.

We are fully committed to promoting school attendance through the provision of an environment and an ethos where children feel safe and are able to build confident, positive relationships with their peers.

In return, we expect parents and carers to ensure that children attend school and are punctual. Promoting good attendance is the responsibility of staff, parents and carers.

We recognise that some pupils are more likely to require additional support to attain good attendance, for example, pupils with special educational needs and disabilities, those with physical or mental health needs, migrant refugee pupils and looked after children.

We expect children to attend school every day and arrive on time. This means children should arrive in class by 8.55 am at the latest.

Aims

- To promote and reward good attendance and punctuality.
- To deal promptly with the reasons for poor attendance and punctuality.
- To involve all staff, children, parents and carers, and relevant outside agencies in promoting good attendance.

Roles and responsibilities

Staff, parents and carers must make attendance a high priority and express this to the children by reinforcing the importance of good attendance and punctuality.

However, should your child have any issues linked to attendance, please do not hesitate to contact school so that we can work together to overcome any barriers to attendance.

Specific responsibilities –Staff

All teaching staff are expected to:

- Complete accurate and prompt registers for all sessions.
- Liaise with parents and carers as appropriate and follow up poor attendance and punctuality.
- Liaise with school office staff and Headteacher regarding attendance and punctuality issues.
- Welcome back children who have been absent and provide a means for them to catch up on the work that has been missed.
- Actively encourage good attendance.
- Display attendance data in the classroom.

Headteacher/school office staff are expected to:

- Meet with and refer to Education Welfare regularly to discuss individual and key groups of children.
- Regularly check the registers for accuracy and unexplained absence.
- Facilitate and coordinate attendance associated rewards events, including assemblies.
- Work in conjunction with relevant support agencies.
- Work with parents/carers of children to address issues and take appropriate action where absence or punctuality is a cause for concern.
- Reward good attendance and punctuality.
- Send out attendance and punctuality letters.
- Refer any attendance or punctuality issues or safeguarding/child protection issues to the Designated Safeguarding Lead.
- Follow up absences.
- Contact parents/carers of absent children on a daily basis.
- Monitor absences and report children who fail to attend regularly to the Local Authority.
- Report children with 10 or more consecutive days unauthorised absence to Education Welfare in line with the Local Authority's Missing from School process.
- Monitor unauthorised absence including absence due to unauthorised holiday (G) and late to school after the register has closed (U) and refer these cases to Education Welfare for prosecution.
- Analyse whole school attendance data, including by cohort, on a weekly basis and create appropriate action plans.
- Analyse the trends in whole school data and create appropriate action plans.
- Monitor and review the Attendance Policy.
- Raise the profile of importance of good attendance and punctuality throughout the school.

Education Welfare Service are expected to:

- Provide general advice and guidance relating to attendance, absence coding and the Staged Attendance Process.
- Involvement in cases that reach Stage 3 of the Staged Attendance Process (enforcement referral).
- Triage/enquiries for children reported missing from school (10 days unauthorised absence).
- Provide advice on matters relating to exclusions/suspensions, children missing education (CME), elective home education (EHE), fair access protocols and related procedures, education of sick children and PRU referrals.
- Provide access to relevant training and network meetings.

Specific Responsibilities—Parents/Carers

We request that parents/carers:

- Familiarise themselves with the school term time dates.
- Ensure that school has up to date contact telephone numbers and addresses.
- Ensure that their child arrives at school on time each day.
- Let school know if their child is going to be late.

- Contact school on the first day of absence if their child is unable to attend and provide the reason for absence.
- Advise school if the absence is continuing after the first day of absence.
- In the case of a lengthy absence, to keep the school well informed.
- Try to avoid medical appointments during the school day unless it is an emergency. Where this cannot be avoided, provide a note before the arranged appointment.
- Actively promote the importance of good attendance and punctuality.
- Avoid taking holidays in school term time.
- Please be aware that absences can only be authorised by the Headteacher.
- Are aware that persistent absence will not be authorised without medical evidence.
- Inform school of any difficulties or changes in circumstances that may affect their child's attendance or behaviour to help school identify any additional support that may be required.

Overview of attendance data for the school year

There are 190 School days in each school year.

0 days absence	= 190 days of education	= 100% attendance at school
10 days absence	= 180 days of education	= 95% attendance at school
19 days absence	= 171 days of education	= 90% attendance at school
29 days absence	= 161 days of education	= 85% attendance at school
38 days absence	= 152 days of education	= 80 % attendance at school
47 days absence	= 143 days of education	= 75% attendance at school

- Those children with between 95% and 100% attendance have the best chance to succeed and to celebrate success.
- Those children with between 85% and 90% attendance have less chance of celebrating success and makes it harder to make progress.
- Those children with between 75% and 80% attendance make celebrating success very difficult.
- Please note that an attendance of 90% over 11 years of schooling means more than ONE YEAR of school missed.

Persistent Absence

The Department for Education defines persistent absentees as school age children whose attendance falls to 90% or below. This means that anybody whose attendance falls to 90% or below is classed as Persistently Absent.

Legally there are 2 registration sessions in a school day - AM and PM. If children are not registered at these times, their Attendance Certificate will record them as absent.

Schools must report attendance data for all children regularly to Stockport Local Authority and the Department for Education.

At St. John's C.E. Primary School we are keen to work with children and parents/carers to ensure attendance is consistently high. We class this to be 96% or above. This is to ensure that children can make maximum progress and achieve their potential.

Request for Absence during Term Time

From 1st September 2013, the law gives no entitlement to parents or carers to take their child on holiday during term time. Headteachers are not expected to class any term time holiday as 'exceptional' and therefore will not be authorised. Please be aware that should holidays be taken in school time an Education Penalty Notice (EPN) may be incurred.

The law recognises the detrimental effect any absence from school can have on a child's progress and achievement. St. John's C.E. Primary School adheres to the policy of not authorising any holidays during term time.

Any request for absence during term time forms should be submitted to the Headteacher for their consideration. The Headteacher may authorise absence for the following reasons:

- Illness or medical reasons
- Days of religious observance
- Bereavement
- School visits
- Approved sporting activity
- Interviews
- Exceptional circumstance
- Part-time timetables may be agreed in exceptional cases. For example, where medical issues prevent a pupil from attending full time. This should only be used as a temporary arrangement and must be reviewed regularly.

Where an absence is known about in advance, parents/carers should inform school at least 2 weeks in advance of the date of absence.

Further information regarding school attendance can be found at Stockport Metropolitan Borough Council's website <https://www.stockport.gov.uk/topic/attendance-at-school>

Strategies and Procedures to Improve Attendance

The daily response and management of absence:

- Accurate registers taken promptly during morning and afternoon registration.
- Monitor the registers and promptly following up any issues.
- Encourage parents/carers to contact school first thing in the morning if their child is absent.
- Implement the rewards policy.

Medium and long-term strategies:

- Termly rewards assemblies and annual 100% attendance reward.
- Intervention for children with low attendance.
- Involvement of parents/carers.
- Liaison with Education Welfare and Multi-Agency Safeguarding and Support Hub (MASSH).
- Issue of Education Penalty Notices (EPN).
- Attendance and punctuality data to be provided at parents' evening and on annual school reports.
- Continue to improve the positive ethos within the school.
- Referral to the Designated Safeguarding Lead in school regarding any safeguarding issues.

Monitoring and Evaluation

Whole school attendance data is produced and analysed weekly.

The Attendance panel (Headteacher, School Attendance Administrator and Attendance Governor) meet half-termly and attendance monitoring is recorded.

Three-year trend Attendance Data is produced and monitored termly via Leadership Report to Governing Board.

The Attendance Policy will be reviewed and revised every three years.

Attendance and Punctuality Procedures



There is a clear link between good attendance, good punctuality and high achievement. At St. John's C.E. Primary School we promote regular attendance and good punctuality in order for students to be successful.

It is vital that the following message is given to children and parents/ carers:

- Being in school and in lessons enables children to achieve their potential and grow in confidence.
- It is very important for children to attend school regularly as they are learning new information all the time. If they miss lessons or are late to lessons, this makes it very difficult for them to understand new topics or to make progress.
- Children who do not attend school regularly are very vulnerable.
- We are always concerned about the welfare of students who are regularly late to school.

Attendance & Punctuality – Data Analysis and Actions

- Daily attendance checklist to monitor the attendance/absence of all children.
- Weekly attendance data analysis shared with classes in Friday assembly – rewards given.
- Half termly attendance data analysis of individual pupil attendance/absence which leads to contact with home, Team Around the Family/Early Help Assessment, referrals to Education Welfare.
- Analysis of three-year trend reported to the Governing Board.
- Use of Attendance Procedures Flow Chart.
- Use of Attendance Letters.
- Punctuality monitoring which leads to contact with home, Team Around the Family/Early Help Assessment, referrals to Education Welfare.
- Use of Punctuality Procedures Flow Chart.
- Use of Punctuality letters.

School Attendance Procedures

Attendance falls below 95%

- School sends out Letter 1 – attendance is a concern and will be monitored by school.
- Discuss with Education Welfare as appropriate.
- Consider starting Team Around the Family/Early Help Assessment process.

Attendance falls below 85%

- School sends out Letter 2 – attendance is a continuing concern and will be monitored by school and no further absences authorised without medical evidence.
- Discuss with Education Welfare as appropriate.
- Consider starting Team Around the Family/Early Help Assessment process.

Improved attendance

- School sends out Letter 3 – attendance has improved.

Punctuality/Lates Procedure

3 or more lates recorded – (Late mark after 8.55am)

- School sends out Letter 1 – punctuality is a concern.

Punctuality does not improve

- School sends out Letter 2 – punctuality is a continuing concern and will be monitored by school.

Attendance letter 1

Dear Parent/Carer,

Attendance Concern

Today I met with our attendance governor to monitor the attendance and absences of all children in school. Please find enclosed a copy of your child's attendance certificate which shows their attendance percentage to date this school year.

.....'s current attendance is:%

We are concerned about the impact that absence from school has on the overall development and achievement of children. It is worth noting the impact of poor attendance over a five year period.

100% = full attendance
95% = $\frac{1}{4}$ of a school year missed
90% = $\frac{1}{2}$ of a school year missed
85% = $\frac{3}{4}$ of a school year missed
80% = the equivalent of 1 whole school year missed
75% = 1 $\frac{1}{4}$ school years missed
70% = 1 $\frac{1}{4}$ school years missed
65% = 1 $\frac{3}{4}$ school years missed
60% = 2 school years missed

We are concerned that your child has already missed several days from school since September and it is vital that this does not continue. Please be aware that where pupils miss a lot of school through illness schools are expected to investigate and where appropriate request medical evidence before agreeing to authorise absences.

We expect children to attend school every day to ensure that they make good progress in their learning; you will be aware that it is a parental responsibility to ensure this. Please support the school by informing us of any absence on the first day that they are not in school or providing a medical note if your child is ill. It is also important that children arrive at school on time as they will miss valuable teaching and learning if they are late. If your child has been late on any day this will be shown by an 'L' on their attendance certificate.

In addition it is also very important that children do not miss school by taking holidays in term time. Children who miss even just a few days of school can easily fall behind and can sometimes find it hard to settle back in. Parents should remember that there are 13 weeks holiday from school each year, including a 5 or 6 week long summer holiday. It should therefore not be necessary to take additional holidays from school during term time. Like you, we want the very best start in life for your child and appreciate your support in this matter.

If you would like to discuss strategies or further support to improve your child's attendance I would invite you to make an appointment to see me through the school office. I am confident that if we work together we can support your child in reaching their full potential.

Yours sincerely

Attendance letter 2

Dear Parent/Carer,

Continuing Concerns Regarding Attendance

Further to my previous letters please find enclosed a copy of your child's attendance certificate, which shows their attendance percentage to date this school year.

.....'s current attendance is: %

We are concerned about the impact that absence from school has on the overall development and achievement of children. It is worth noting the impact of poor attendance over a five-year period.

100% = full attendance

95% = $\frac{1}{4}$ of a school year missed

90% = $\frac{1}{2}$ of a school year missed

85% = $\frac{3}{4}$ of a school year missed

80% = the equivalent of 1 whole school year missed

75% = 1 $\frac{1}{4}$ school years missed

70% = 1 $\frac{1}{4}$ school years missed

65% = 1 $\frac{3}{4}$ school years missed

60% = 2 school years missed

As I have advised you, where pupils miss a lot of school through illness schools are expected to investigate and where appropriate request medical evidence before agreeing to authorise those absences.

I am now writing to advise you that in view of continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, which can include Education Penalty Notice fines or prosecution.

If you would like to discuss strategies or further support to improve your child's attendance I would invite you to make an appointment to see me through the school office. I am confident that if we work together we can support your child in reaching their full potential.

Yours sincerely

Attendance letter 3

Dear Parent/Carer,

Well Done....Improved Attendance!

Name of child:

Please find enclosed a copy of your child's attendance certificate, which shows their attendance percentage to date this school year.

Current attendance is:%

I am very happy that your child's attendance is improving, as previously it was% This will really help their learning, achievement and general development. Our overall target for attendance for the whole year is at least 95% so we hope that your child's attendance continues to improve.

Thank you for your support I am confident that if we work together we can support your child in reaching their full potential.

Yours sincerely

Punctuality Letter 1

Dear Parent/Carer,

Lateness Concern

This week I met with our attendance governor to monitor the punctuality and absences of all children in school since September. Please find enclosed a copy of your child’s attendance certificate, which shows their attendance percentage and punctuality to date this school year.

.....’s current attendance is:%

..... has been late on occasions for a total of Minutes.

The children need to be ready to line up at 8:45am to go into school to begin the school day. The gate will be locked at 8.50am. After this time your child will need to enter school through the main entrance. Registers will be taken by 8.55am. After this children will receive a late mark.

Poor punctuality has a detrimental effect on children’s learning. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

I am confident that if we work together we can support your child in reaching their full potential.

Yours sincerely

Punctuality letter 2

Dear Parent/Carer

Continuing Lateness Concern

I recently wrote to you regarding your child’s punctuality. I am now writing to advise you that your child’s punctuality has not improved.

Please find enclosed a copy of your child’s attendance certificate which shows their attendance percentage and punctuality to date this school year.

..... has been late on occasions for a total ofminutes.

This is, as you know, well below the level of punctuality which we expect from our children. As a result of this continued lateness, will now be monitored for 2 weeks.

I would also like to invite you in to meet me to discuss this issue further. Please contact the office on 0161 4427424 to make an appointment. During this meeting, we will discuss how we can support you and your child to arrive at school on time.

Yours sincerely



St. John's C.E. Primary School

'High standards – through a caring community'

REQUEST FOR ABSENCE DURING TERM TIME

I wish to apply for leave of absence from school, during term time, for my child/children:

Child's name _____ Class teacher _____

Child's name _____ Class teacher _____

Leave of absence with exceptional circumstances, e.g. compassionate reasons -(please note family holidays will not be authorised)

(Please specify any other special circumstances you wish to be taken into consideration)

The **First** day my child would be absent _____ **Last** day my child would be absent _____

Number of **school** days absent in total (i.e. Mon-Fridays, not including weekends): _____

I confirm that the above activity is essential and cannot take place in the school holidays.

Signed _____ Parent/Carer Date _____

PLEASE NOW HAND THIS INTO THE SCHOOL OFFICE WHO WILL PROCESS YOUR REQUEST

In making a decision, the Headteacher will consider your child's previous attendance history, their age and stage of education, the time of year (i.e. proximity to any SATs or teacher assessments), the length and reason for the absence, whether the parents are restricted in terms of leave by their employer/employment, and the validity of any other special circumstances stated in the request. **Requests will only be granted in exceptional circumstances.**

Office use: Number of days already taken..... Percentage of attendance to date.....

REQUEST APPROVED: You have recently requested to take your child out of school during term time. Even though the school does not approve of such absence, it has been agreed in this instance that it is exceptional and will be counted as authorised absence. Please be aware that the governing body regards leave of absence taken during term time that exceeds 10 sessions (5 days) in one academic year as unauthorised absence. **Should this happen the matter will be reported to the Local Authority who may issue a penalty notice against you.**

REQUEST DENIED: I regret that I am unable to authorise your request in this instance. Requests for leave of absence are never taken lightly and in taking this decision I have considered at length the factors above, in the light of your request. If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely

Patrick Rayner

(Headteacher)

Headteacher: Mr Patrick Rayner

Poplar Street, Heaton Mersey, Stockport, SK4 3DG

Tel/Fax: 0161 442 7424 email: headteacher@st-johns.stockport.sch.uk

Stockport Local Authority monitors all absences from St John's CE Primary School.

If your child has too many absences or are persistently late for school, you may be visited by Stockport Services for Young People.

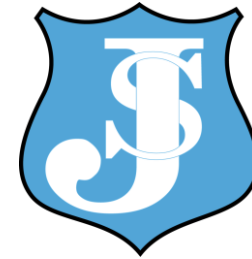
The legislation and guidance from the Department for Education makes it clear that schools should only approve holidays exceptionally and only if the school is satisfied that special circumstances apply which outweigh the harmful impact upon the particular pupil's education.

As a result it will be rare for holidays to be approved.

If you do wish to request permission for a term time holiday you need to complete a 'Request for absence during term time form' at least four weeks before the start date of the proposed holiday.

Please be aware that holidays taken by pupils without the Governors and Headteacher's agreement may lead to fixed penalty fines being issued by the Local Authority of up to **£120 per parent, for each pupil.**

We believe that every child's education is important and that attendance throughout the school year is essential for their progress.



ST JOHN'S CE PRIMARY SCHOOL

*"High standards - through
a caring community"*

ATTENDANCE MATTERS

ATTENDANCE MATTERS

If our children are to achieve their potential, good attendance and punctuality are essential. The link between good attendance and achievement is well documented. We want all our children to achieve the very best they can.

Irregular attendance and lateness can cause children to:

- ❖ Fall behind with their work
- ❖ Lose the thread of the subjects and topics being taught
- ❖ Lose friendships or make it harder to maintain friendships

Lateness can cause children to:

- ❖ Miss valuable learning opportunities
- ❖ Disrupt their own learning as well as the learning of others

You can help:

- ❖ Arrange for doctor or dentist appointments to be after school or in the holidays
- ❖ Contact us immediately if your child is unwell
- ❖ Do not book family holidays in term time

PLEASE READ THE SCHOOL'S ATTENDANCE POLICY

ABOUT ABSENCES

It is the parents' responsibility to let the school know, as soon as they can, the reason for their child's absence. Absences are marked in the school's register as either Authorised or Unauthorised.

- ❖ An absence for an acceptable reason is called **Authorised**
- ❖ An absence for an unacceptable or unexplained reason is called **Unauthorised**

The Department for Education provides guidance for us on how we mark pupil's absences from school.

What is an Authorised Absence?

- ❖ Genuine illness
- ❖ Hospital or dental appointments that **cannot** be made outside school hours
- ❖ Days of Religious observance
- ❖ **Exceptional** circumstances which are at the Governors and Headteacher's discretion

What is an Unauthorised Absence?

- ❖ If the parent has failed to let the school know the reason for the absence
- ❖ Term time holidays taken without prior agreement from the Governors and Headteacher's agreement
- ❖ A child is repeatedly late without a valid reason
- ❖ The absence is not considered acceptable