



Handale Primary School

# Attendance Procedures

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Children who are persistently late or absent soon may fall behind with their learning and may develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Handale Primary School fully recognises its responsibilities in ensuring that pupils attend school and are punctual; therefore, allowing pupils to access learning for the maximum number of days and hours. This policy applies to all children registered at this school and it is accessible to parents/carers of pupils who are registered at our school on the school website. This policy has been written to adhere to the relevant Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Statutory Guidance for Working Together to Improve School Attendance 2024

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at this school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

## Procedure Aims and Objectives

This attendance policy ensures that all staff and governors in this school are fully aware of and clear about the actions necessary to promote good attendance.

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, excluding children who may have significant health issues, or from a travelling family, for example.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued and rewarded by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Early Years children in order to promote good habits at an early age.

- Work in partnership with pupils, parents, staff and R&C so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

The school maintains and promotes good attendance and punctuality by:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness (Attendance Strategy).
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

### Handale Attendance Strategy

The attendance strategy below outlines the steps in supporting pupils' attendance at Handale Primary School.

#### **Child is absent from school**

1. The Office Manager/Learning Mentor will make a first day call if parents/carers have not contacted the school regarding their child's absence by 9.45am.
2. If no contact has been made by 10.30am, the second / third contacts for the child will be contacted.
3. If no contact cannot be made with the family, the Headteacher (or DHT in their absence) must be informed. A decision will be made whether a home visit is required.
4. This process will be repeated for each day of absence, until the Currently Missing Education procedures are enacted (10<sup>th</sup> day of absence). See below. Prior to this 10<sup>th</sup> day cut off, the Headteacher/Learning Mentor will take relevant safeguarding action on a case by case basis. Home visits will be conducted and appropriate services will be contacted to seek further information e.g sibling secondary schools, Facebook, police to identify the child's whereabouts. The Headteacher will also contact local schools if it is believed that the child may have moved setting.

### **Attendance Monitoring:**

*Note, the Trust EWO/R&C Attendance and Welfare Service may be involved at any point in attendance monitoring, at the discretion of the Headteacher.*

#### Attendance is less than 92%

Parents/carers may receive a phone call from the Headteacher/Learning Mentor to discuss their child's attendance, but will always receive a letter. A copy of the awareness letter shared is retained on the child's file. If this point is early in the year, for example after only one half term, the class teacher may be asked to speak with parents in the first instance.

#### Attendance continues to deteriorate

If concerns continue a 1<sup>st</sup> attendance letter will be sent to parents informing them of their child dip in attendance, this may also involve inviting them into school to discuss their child's attendance with a member of the Senior Leadership Team/Learning mentor, but a letter explaining the attendance concern will always be sent. Permission to contact the school nurse maybe obtained. If this point is early in the year, for example after only one half term, the class teacher may be asked to speak with parents in the first instance.

#### Attendance has fallen below 90%

If no improvements are made and attendance falls below 90%, a 2<sup>nd</sup> attendance letter/planning meeting invite will be sent to parents inviting parents into school to discuss their child's attendance with the Headteacher/Learning Mentor. A copy of the written letter shared is retained on the child's file. The planning meeting gives school and parents the opportunity to discuss the concerns, offer support if needed to improve their child's attendance. Attendance targets are set and a review meeting will be held 6-8 weeks later. Further medical evidence maybe requested for future absences. If this point is early in the year, for example after only one half term, the class teacher may be asked to speak with parents in the first instance.

However, if no improvements are made and attendance remains a cause for concern, school will have no option but to procedure to an Attendance Case Conference.

#### Unauthorised Absence

Unauthorised absence process begins including legal procedures and multi-agency professional involvement if attendance remains below 90%.

#### Lateness and Punctuality

Handale Primary School employs a very flexible arrangement at the start of our school day. Classrooms are open from 8.30am and all children need to be in class no later than 8.45am. **At 8.45am the school gate will be locked.** If a child arrives after registration, at 8:45am, a late mark will also be recorded against their name and they must enter the school via the school office and sign in via the 'late book'. Any child arriving after 9:15am will be signed in and an unauthorised absence mark will be recorded which could result in a referral to the Local Authority and legal action taken. If there is an unavoidable reason for your child getting to

school late please telephone us to let us know.

## **Currently Missing Education Procedures –**

[About the attendance and welfare service | Redcar and Cleveland \(redcar-cleveland.gov.uk\)](http://redcar-cleveland.gov.uk)

### What 'children missing education' means

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any special educational needs they may have. 'Children missing education' are those who are not registered at a school, not receiving a suitable education otherwise (i.e. Elective Home Education or alternative provision), are not regularly attending the school where they are a registered pupil or cease attending and/or their whereabouts or destination school is unknown. These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment or training).

### Tracking and Monitoring

Information sharing between parents, schools, the community and the local authority is therefore crucial to ensure that these children are kept safe and are receiving the education they are entitled to. In accordance with DfE Statutory guidance, Children Missing Education (Sept 2016) the Local Authority has effective tracking and enquiry systems in place and an appointed named person to whom schools, other agencies and the public can make referrals regarding children who they believe are missing from education. Joint reasonable enquiries can then be made as quickly as possible by schools and the LA. Joint working arrangements are also in place with agencies and services such as, Housing, Health, the Police, and other local authorities.

### Other LA Responsibilities

The local authority also has other duties and powers to support their work on Children Missing in Education which include:

- making arrangements to establish (wherever possible) the identities of children in the area who are not registered pupils at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- arranging education for permanently excluded pupils from the sixth day
- safeguarding children's welfare and the duty to protect them from harm and neglect
- serving Notices and issuing School Attendance Orders to parent/carer(s) who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise. Pursuing a prosecution or an Education Supervision Order for those who do not comply with the Order
- issuing a Penalty Notice, pursue an Education Supervision Order or prosecution of parent/carer(s) who fail to ensure that their child(ren) attend regularly at the school or alternative educational provision where they are a registered pupil

### Who should be notified of a child missing education?

Michelle Smith (CME Co-ordinator):

Tel: 01642 837738 or e-mail: [childrenmissingeducation@redcar-cleveland.gov.uk](mailto:childrenmissingeducation@redcar-cleveland.gov.uk).

## **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 carer. For example, if a child has been unwell and the parent telephones the school to explain the absence. Only the

school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

#### Unauthorised Absence

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

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

*These procedures will be reviewed annually as part of the LGB monitoring cycle, but is complementary to the overall Trust Attendance Policy.*

*Latest Review: Sept 2024*

*Next Review: Sept 2025*

*Head Teacher N. Padgett*

*Chair of Governors*