



## CARBEILE JUNIOR SCHOOL

### ATTENDANCE POLICY

PH – May 2022

#### 1. Rationale

Carbeile Junior School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children.

We are obliged to bring to your attention the following:

The Education (Pupil registration) (England) (Amendment) Regulations came into force on 1<sup>st</sup> September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head Teachers should determine the number of school days a child can be away from school if the leave is granted. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are **not** exceptional circumstances. If a child is taken on holiday in term time without the prior approval of the school, parents/carers may be issued with a £60/£120 Penalty Fine. The absence will also be recorded as unauthorised.

#### 2. Aims

- To raise attendance
- To improve punctuality
- To raise level of achievement
- To develop a sense of responsibility and duty in the children and parents regarding punctuality and attendance.

#### 3. Responsibility of parents – the guidance of the DfE (taken from 'Summary table of responsibilities for school attendance', Sept 2022)

Parents are expected to (for all pupils):

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.

Parents are expected to (for children at risk of becoming persistently absent):

- Work with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support. There might be the need to employ a formal parental contract or voluntary early help plan to prevent the need for legal intervention if absence becomes severe.

#### 4. Responsibility of Carbeile Junior School – the guidance of the DfE (taken from 'Summary table of responsibilities for school attendance', Sept 2022)

Schools are expected to (for all pupils):

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.

Schools are expected to (for children at risk of becoming persistently absent):

- Proactively use data to identify pupils at risk of poor attendance.
- Work with identified pupil and their parents to understand the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service.

Schools are expected to (for persistently absent pupils):

- Continued support as for pupils at risk of becoming persistently absent and:
- Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.
- Where there are safeguarding concerns, intensify support through statutory children's social care.
- Work with other schools in the local area such as schools previously attended and the schools of any siblings.

Schools are expected to (for severely absent pupils):

- Continued support as for persistently absent pupils and:
- Agree a joint approach for all severely absent pupils with the local authority.

Schools are expected to (for pupils with medical conditions of SEND with poor attendance):

- Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals.
- Regularly monitor data for such groups, including at governing body meetings and with local authorities.

Schools are expected to (for pupils with a social worker):

- Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

## **5. Guidelines**

### **a) Reasons for absence**

- Parents and carers are asked to contact the school office each day their child is absent from school through illness.
- Absence from school with permission from the Headteacher, and absences for which a satisfactory explanation has been provided is classed as an authorised absence.
- Unexplained and unjustified absences are unauthorised.

### **b) Holidays**

- The school supports the view that every lesson counts and discourages parents from taking holidays in term time.
- Any absence request, whether holiday, medical appointment or any other, must be made in advance by the parent with whom the child normally resides. Forms are available from the office or online.
- The Headteacher will consider the following points before authorising absence:
  1. The child's previous attendance history
  2. The child's stage of education
  3. The time of year – SATs or exams
  4. The nature of the absence and whether it is deemed as exceptional circumstances
  5. Whether parents are restricted in terms of leave from their employer.

### **c) Attendance**

- Children's attendance which is less than 95% in the first half term will receive a letter from Attendance Lead. Those whose attendance does not significantly improve in the following half term will receive a letter from the EWO. Where there remains no significant improvement a meeting will be called with the Head teacher, Attendance Lead and EWO. If there is still not satisfactory improvement then the EWO will proceed with legal action.
- Attendance percentage is recorded on school reports in the autumn, spring and summer.

### **d) Lateness**

- School officially starts at 8.50am (though children can come into school at 8.30am to start some aspects of their learning) and the gates are closed at this time.
- Children who are late enter the school by the front door and they must sign the late book.
- If children arrive late to school, after 8.50am but before 9.15am, they will be recorded as 'L' (late before registers close).
- Where pupils who have more than 5 lates, the school will contact home via phone. Where there is no significant improvement parents will receive a letter from the Attendance Lead and if no progress is made then the EWO will be in contact and pupils will be recorded as U. If there is still no improvement then parents will be called in for a meeting with EWO, Attendance Lead and Headteacher.
- If they arrive after 9.30am, they will be recorded as 'U' (late after registers have been done).
- Lateness is monitored daily.
- The Headteacher will contact parents of those children who are persistently late in order to support and improve punctuality. The EWO will also be informed during monthly meetings.
- Number of lates are recorded on school reports (autumn, spring and summer) alongside their attendance percentage.

## **6. Registers and monitoring**

- Registers are taken at the beginning of both the morning and the afternoon session.
- Registers are sent to the office after each registration.
- Attendance figures for each class are produced weekly.
- The Headteacher and Educational Welfare Officer monitor attendance.
- Any child with an attendance of under 95% will have their records examined.
- The EWO visits the school regularly to monitor attendance figures.

## **7. Awards**

- Individual children are rewarded weekly for good attendance.
- Each week a certificate is awarded to the class with the best attendance figure.
- If a class achieves 100% attendance for a week they will have a reward of 10 minutes extra playtime.

## **8. Penalty Notices**

At Carbeile Junior School, we will use penalty notices for term time holidays that are in excess of 12 sessions (6 days). We will follow the procedures as set out in the Cornwall Local Authority document 'Penalty Notices'. Please note the statement below:

**"If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court."**

## **9. Document Links**

Relationships and Behaviour  
Absence Request Form

## **10. Policy Review**

A revised copy of the Attendance Policy has been produced. Unless earlier revision is required, this document will be reviewed every three years. Once approved by the Headteacher, the policy will be available to all staff and parents and stored as a hard copy by the Clerk.

Next Review – May 2024  
Headteacher: Mr P Hamlyn  
Deputy Headteacher: Mrs C Sales

Date: 27<sup>th</sup> May 2022