



Chapel End Primary School
Attendance policy

'Mission Statement.'

**We aim to provide our children
with the highest possible standard
of education, through quality
teaching and learning, in a happy
caring environment.**

**We will do the best WE can to enable our children to do
the best THEY can.**

This policy was approved by:	Full Governors
Date	Autumn 2022-2023
Review Date	Autumn 2025-2026

Statutory Requirements

Under section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence.

A letter or a telephone message from a parent does not in itself authorise an absence.

Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised.

AIMS

1. To improve the overall percentage of learners at school.
2. To make attendance and punctuality a priority for all those associated with the school, including learners, parents, teachers and governors.
3. To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and learners.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
9. To recognise the needs of the individual learner when planning reintegration following significant periods of absence.

RIGHTS AND RESPONSIBILITIES

Improving attendance at Billinge Chapel End Primary School is the responsibility of everyone in the school community and associated agencies– pupils, parents, staff and Governors.

Parents

Parents are responsible for ensuring that their child attends school regularly, punctually, properly equipped and in a fit state to learn.

If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible – by phone call on the first day of absence followed by a written communication. A pupil's absence from school is considered to be unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication.

School

Billinge Chapel End Primary School expects pupils to attend regularly, to arrive on time, be properly equipped and in a fit condition to learn.

The school will work closely with parents should attendance or punctuality give cause for concern.

The school will keep individual records of attendance and punctuality.

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. The school will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absences, liaising closely with parents.

STRATEGIES FOR PROMOTING ATTENDANCE

- Billinge Chapel End Primary School will offer an environment in which pupils feel valued and welcomed and feel that their presence in school is important and that they will be missed when they are absent/late.
- Attendance and punctuality data will be regularly collected and used to help identify patterns, set targets and inform policy/ practice.
- Parents will be reminded regularly (via newsletters, the school brochure, parents' evenings, etc) of the importance of good attendance.
- Pupils who are absent through sickness for any **extended** period of time will (when appropriate) have work sent home to them and will be re-integrated back into school upon their return.
- The Headteacher will report to the school's governing body on attendance matters.
- The Headteacher will, when appropriate, liaise with other agencies - Educational Psychology Service, Social Services, Education Welfare Officer and other agencies - when this may serve to support and assist pupils who are experiencing attendance difficulties.
- The Headteacher will liaise, where necessary, with the school's Education Welfare Officer in order to identify and support those pupils who are experiencing attendance difficulties.

AUTHORISED/UNAUTHORISED ABSENCE

Parents should provide an explanation of all absences. The school will then decide whether or not it will authorise the absence.

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

- sickness
 - unavoidable medical/dental appointments (evidence should be provided to indicate time and date of appointment)
 - days of religious observance
 - exceptional family circumstances, such as bereavement
 - absence with permission e.g. music examinations
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- Absence from school will not be authorised for:
 - shopping
 - looking after brothers, sisters or unwell parents
 - birthdays
 - Y2 or Y6 pupils taking holidays during national test weeks
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- Absence from school will also be unauthorised if :
 - no explanation is forthcoming;
 - the school is dissatisfied with the explanation;
 - the pupil is away from school on a family holiday for a period of time longer than that negotiated with the school.
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- the pupil is on a family holiday without permission or if the parents have failed to apply for permission in advance of the holiday and instead seek retrospective approval on their return.

HOLIDAYS IN TERM TIME

Parents do not have the right to take their child out of school for a holiday during term time. Leave during term time can only be given in exceptional circumstances. If parents/carers apply to the school in advance, the school may grant up to two weeks term-time absence in any year if mitigating circumstances exist and evidence of the circumstances can be provided to school.

Occasionally, holidays of more than two weeks to visit family living overseas may be planned. Parents are urged to discuss with school staff, the most appropriate time of year and point in the child's education career for this visit to take place. This will help minimise disruption to the child's progress at school.

Parents must complete a Leave of Absence form (Appendix 1) at least two weeks prior to absence which should be returned to the school office along with any documentary evidence to support the request. A reply slip will be returned to the parent with the school's decision.

REGISTRATION PROCEDURES

Attendance Co-ordinator: Gemma Bradshaw

The register is a legal document and must be completed punctually and accurately as part of an orderly start to the school session.

Registers will be taken promptly at 8.45 am and at 1.00 pm.

Staff will use the LA attendance codes and on the weekly absence sheet.

Each pupil should be called by name and should respond clearly.

Children arriving after the register has been completed (8:55am) will be marked late. Late arrivals must report to the school office. Pupils arriving after 9.30 am will receive an unauthorised absence.

Important –First Day response

If a child is absent from register and no message has been received by the school office as to why, attempts should be made by the office staff to contact the parents before 9.30am to ascertain why the child is not in school. If contact with the family cannot be made school safeguarding procedures will be actioned.

ILLNESS

- If your child is not able to attend school, you are required to inform the school office by 9.15 a.m. by telephone. The office is staffed from 8.30 am and messages may be left on the answer phone prior to this time.
- Parents of any child, who is absent without notification, will be contacted after 9.30 a.m. If the school is not informed of the reason for a child's absence, the absence will then be recorded as 'unauthorised' and safeguarding procedures will be actioned.

LATENESS

- The school doors are opened at 8.40 a.m. to enable registration to begin promptly at 8:45 a.m.
- Children arriving in school after 8:55 am are marked in the register as "late" and this will be closely monitored. All pupils arriving after 8:55 am will be required to enter the building through the front door (side gates will be locked).
- If children arrive after 9.30am they will lose their attendance mark for the whole morning and will be classified as an unauthorised absence.

Absence

- Parents will be contacted by their child's class teacher to see what support can be offered if an attendance issue has been identified (Attendance between 93% and 95%). – Appendix 2
- Following on from this, if attendance is still an issue, the Headteacher will contact the child's parent and invite them to an attendance support meeting (Attendance between 90% and 93%). Appendix 3
- If there is no improvement a letter will be sent explaining that attendance is being monitored. The Educational Welfare Officer will be allocated to the family by the school at this point. (Attendance lower than 90%). Appendix 4
- If there is still no improvement a second letter will be sent requesting a meeting with the parents to discuss any issues and, if necessary, any support that is required. (Attendance remains below 90%)
- If no improvement is evident, advice will be sought from EWO regarding further action and potential issue of fixed penalty fines.

Guidance for Parents on Penalty Notices

In St Helens penalty notices are issued in line with the Local Authority (LA) code of conduct. Penalty Notices are issued to parents if a child is absent from school or educational provision for the following reasons:

- 20 unauthorised sessions within a 10 school week period. Register code 'O'
- 10 unauthorised sessions late after registration closes within a 10 school week period. Register code 'U'
- 20 unauthorised sessions within a 10 school week period relating to leave of absence. Register code 'G'
- When a pupil is stopped on a Truancy Sweep and has had 3 separate periods of unauthorised absence within a 10 school week period or accrued 20 unauthorised sessions in a 10 school week period.
 - Following a pupil being stopped in a public place whilst excluded from school (during the first five days of an exclusion)

Every child attends school for 2 sessions per day. 1 session relates to either attendance in a morning or in an afternoon.

The current LA Code of Conduct restricts the issuing of Penalty Notices to one per pupil, per parent in any single academic year.

The penalty is £60 if paid within 21 days of the receipt of the notice, rising to £120 if paid after 21 days, but within 28 days of receipt.



BILLINGE CHAPEL END PRIMARY SCHOOL & NURSERY

Request for Leave of Absence during term time

To be completed and returned to school at least two weeks prior to the proposed absence

Leave during term time will only be granted in exceptional circumstances. Parents/carers must apply to the school in advance of the absence, in the case of family holidays during term time the school may authorise the holiday if mitigating circumstances exist. Evidence of the circumstances must be provided to school.

I request permission for my child: Class:

to be absent from school from:day, 20..... (*first day of absence*)

to:day, 20..... (*last day of absence*)

and will return to school on: Number of school days absent:

Reason for leave and details of documents attached to support the request:

Signed:(Parent/Guardian) Date:

You will receive a letter from the Headteacher when your application has been considered.

If your request for absence is unauthorised, a fixed penalty notice may be considered.

The fine is £60 per parent per child parent.



Billinge Chapel End Primary School - Attendance Concern Letter 1 (93-95%)

Date

Dear

Re: Pupil Name **DOB:** **Current attendance:** %

Billinge Chapel End Primary School's attendance target is 96%.

This letter has been sent to inform you that your child's attendance has fallen below the expected school attendance target of 96%. Reports of illness are recorded and considered in our analysis, and unauthorised absences given due to family holidays in term time are also reviewed and included. Enclosed is a copy of your child's attendance certificate.

Your child's attendance is now a concern and needs to improve. Please ensure that your child attends school every day unless they are genuinely unwell. If your child is absent through illness, we expect you to provide medical evidence to support the absence.

Failure to improve your child's attendance may result in a school attendance meeting to discuss the issues and concerns around your child's absence and support available to improve the situation.

If you would like to discuss this letter or you would like to access support to improve your child's attendance, please do not hesitate to contact me at school via dojo or on 01744 678230.

Yours Sincerely,

Class Teacher



Billinge Chapel End Primary School- Attendance Concern Letter 2 (90-93%)

Date

Dear

Re: Pupil Name: DOB: Current attendance: %

Billinge Chapel End Primary School's attendance target is 96%.

This letter has been sent to inform you that your child's attendance has fallen further below the expected school attendance target. Reports of illness are recorded and considered in our analysis, and unauthorised absences given due to family holidays in term time are also reviewed and included. Please find enclosed a copy of your child's attendance certificate.

If your child's attendance falls below 90%, the government categorise them as a 'Persistent Absentee' (PA). The government count all absences whether they are authorised or unauthorised.

Your child's attendance is still a concern and needs to improve. Please ensure that your child attends school every day unless they are genuinely unwell. If your child is absent through illness, we expect you to provide medical evidence to support the absence.

Failure to improve your child's attendance from this time will result in a school attendance meeting.

If you would like to discuss this letter or you would like to access support to improve your child's attendance, please do not hesitate to contact me via the school office on 01744 678230.

Yours Sincerely,

C. Hewitt

C. Hewitt
Headteacher



Billinge Chapel End Primary School Attendance Concern Letter 3 (below 90%)

Date:

Dear

Re: Pupil Name:

DOB:

Current attendance:

Billinge Chapel End Primary School's attendance target is 96%.

This letter is to inform you that your child is a Persistent Absentee 'PA' because they have 90% attendance or below. Reports of illness are recorded and considered in our analysis, and unauthorised absences given due to family holidays in term time are also reviewed and included.

The Government count all absence, even that agreed by school, because poor attendance may impact on your child's ability to achieve.

School has to identify PA pupils and work with them to improve their attendance. This means that as a parent you may be invited to a school meeting to discuss your child's absence. You may also be asked to sign a Parent Contract to improve attendance.

If you receive an invite to a meeting, you should attend so that you can tell us the reasons why your child has missed school. From the time you receive this letter, you need to provide medical evidence to support your child's absence. This can be one or more of the following:

- a dated appointment card
- copy or sight of prescription medicine
- care at the chemist evidence
- medical appointment letter (we do not expect you to ask the doctor for a letter because this may cost money).

Under Section 444 of the Education Act 1996 you are responsible as a Parent to ensure your child attends school regularly. Parents of pupils who do not attend school regularly may be subjected to legal Sanctions such Penalty Notice Fines or prosecution in the Magistrates Court.

If you would like to discuss this letter, please contact school.

Yours Sincerely

C. Hewitt

C. Hewitt
Headteacher