



Eastbrook Primary School Attendance Policy

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Date of Issue: September 2020
Issued by: E. Hollows & L. Gargiulo
Thomas Review Date: September 2021



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Rationale

Regular and punctual attendance has a great influence on attainment. The school wishes to promote a positive attitude towards attendance and punctuality.

Children who arrive at school promptly and attend regularly have a better chance at succeeding in their educational development. They feel happier and more secure in the school environment than children who are frequently absent or regularly arrive late.

Attendance = Attainment

Purposes

1. To ensure children are attending school. Regular school attendance is a key factor in the success of pupils.
2. To ensure children are receiving the educational provision to which they are entitled. Children who miss school may never catch up with work they have missed.
3. To develop the habit of punctuality which will be important throughout their lives.
4. To enable children to be fully involved in all work in classrooms. Activities and tasks are often organised and discussed at the start of school sessions. Children who arrive late, or have high absences, miss these vital sessions.
5. To ensure children are secure in the knowledge that they will be collected promptly at the end of the day.

Equality of Opportunity

It is every child's right irrespective of gender, ethnic group or religious affiliation to attend school in order that they can maximise the benefit of regular schooling. The school recognises that for some children who are linked to particular faith groups there may be an occasion when it is necessary for them to be away from school for observance of their faith. The school will work with parents to minimise the amount of disruption and to ensure that the children catch up with any work missed.



Guidelines

Attendance

Parents have a legal duty to ensure their children receive an efficient full-time education suitable to their age, ability, aptitude and any special educational needs either by attendance at school or otherwise (Section 7 Education Act 1996). Failure to comply can lead to fixed penalty notices or prosecution. Parents should be encouraged to ensure their children always attend school unless there is a valid reason for absence. Appointments should, where possible, be made outside school time.

Parents must contact the school on the **FIRST** day of absence; either verbally or in writing and a note will be made in the register. A medical certificate must cover sickness of three days or more. Children cannot give verbal messages. The school authorises absences, not the parents. Authorised absences will include illness, religious holidays, bereavement (close relative, someone that lives within the household).

School registers will be marked at the beginning of each session (morning and afternoon). When no information is received from parents on the first day of absence, parents will be contacted for an explanation. It is the parent's legal obligation to contact the school with a valid explanation for the child's absence.

Pre Registration

We expect parents to ensure their children are ready to enter their classroom at 8.45. This means that the children will always be on time for the close of registration. ***Please see Addendum 1**

Registration and Punctuality

Morning registration closes at 8.50am, whilst afternoon registration closes at 1:00pm. Children arriving late in the morning must come through the School Office where they will be given a "late" card and a late mark will be recorded in the register.

Where a child is regularly late and has a minimum of 12 lates over a six-week period an attendance meeting will be arranged with the Headteacher.

Collection

- All parents/carers should be onsite and ready to pick up their children when school learning ends at 3:00pm.
- Children who are not picked up by 3:10pm will be taken to the school Dining Hall Room where they will be supervised by school support staff until 3:20pm.



- If it is the first occasion of late collection and the parent/carer has notified the school that they are held up then no charge will be made for the supervision of the child.
- In line with the school's safeguarding policy, if a child remains uncollected by 4pm safeguarding procedures will be started and social services will be contacted. Further attempts to contact parents to advise them of this will be made by school staff.

Absence

Following up absence

The school expects for all first day absences that parents contact the school to provide the reason(s).

If not the following procedure will be implemented:

1. If a child is absent and the school has not been informed, then our attendance officer will do a follow up attendance call.
2. For any prolonged absence a follow up phone call will take place on the third day of absence.
3. Prolonged, regular or unexplained absence will necessitate a visit from the Borough Attendance Team.

If a child fails to attend school regularly

Section 444(1), Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his parent is guilty of an offence.

It is the commission of that offence that can trigger the use of a penalty notice. The proof required that the offence has been committed is the same as that which would be required for a prosecution for the strict liability offence under section 444(1).

However, the child shall not be taken to have failed to attend regularly at the school if

- the absence is with leave (authorised);
- at any time when the child was prevented from attending by reason of sickness or any unavoidable cause;
- on any day exclusively set apart for religious observance by the religious body to which his parent belongs; and,
- The child has no fixed abode and the parent is engaged in a trade or business of such a nature as to require him to travel from place to place and if the child has attained the age of five, that he has made at least 200 attendances during the last 12 months.



There is no requirement to have a penalty notice issued prior to considering legal (court) proceedings.

1. An amendment to the amount of each penalty notice was raised, on the 1 September 2012, by The Education (Penalty Notices) (England) (Amendment) Regulation 2012.
2. An amendment to the amount of time given to pay a penalty notice was changed, on the 1 September 2013, by The Education (penalty Notices) (England) (Amendment) Regulations 2013.

Unauthorised leave of absence

Where a child is absent from school for a minimum of five days due to an unauthorised leave of absence during term time a Penalty Notice may be issued to parent/carers and enforced by the Local Authority. New regulations with regards to holidays taken in term time have been introduced as of September 2013.

Penalties and Timescales

The Education (Penalty Notices) (England) Regulations 2007 set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school, or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Parents must from 1 September 2013, pay £60 within 21 days or £120 with 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions. Failure to pay a penalty notice will result in a parent being summoned to court.

Additional Note

If a child is out of school for more than 20 consecutive school days there may be grounds to remove that child's name from the school roll and the place given to a child on the waiting list. The borough's Attendance Officer would investigate and advise the school accordingly.

The Attendance Officer may take legal action against a parent for not ensuring their child attends school. This information will be made clear to the parent/carers at the time of the request.



Appeals

If a parent feels that the fine has been unfairly issued, then the parent has the right to Appeal. This appeal would go to and be heard by the School's Attendance Appeals Panel.

Monitoring

The school has an Inclusion Team who are involved with monitoring and improving the school's attendance. Some of the team meet fortnightly with a set agenda which includes the following:-

- a) Ensure there is a high rate of attendance (at least 95.8%).
- b) Ensure all attendance policies and procedures are being implemented.
- c) Ensure all attendance policies and procedures are reviewed and updated as appropriate.
- d) Ensure Persistent Absentee (PA) children are closely monitored.
- e) Arrange regular attendance meetings with parents to be held with the Headteacher and School Attendance Officer.

Rewards for attendance and punctuality

Clear reference to attendance is made weekly in an Achievement Assembly.

Rewards include:

- Attendance and punctuality certificates.
- Chance to score class dojo points for punctuality.
- End of term postcards and certificates for 100% individual attendance.
- End of year 100% attendance medals.

Analysis of Attendance

Attendance %	Group	Level
95.8 - 100%	1	No concern
90% - 95.7%	2	Concern
70% - 89.9%	3	At risk of underachieving
40% - 69.9%	4	Severe risk of underachieving
0% - 39.9%	5	Extreme concern



Reporting Attendance

The child's annual report will contain an analysis on the pupil's attendance figures for the year.

Attendance %	Reporting comment
100%	Outstanding
95.8-99.9%	Good
93-95.7%	Satisfactory
Below 93%	Unsatisfactory



Addendum -1

Covid 19 School Start Times (September 2020 – TBC)

	School Open	Register closes
EY & KS1	08:40 – 08:50	09:00
KS2	08:50 – 09:00	09:10