



Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

Attendance Policy

Ratified by Governing Body on:	Date: 24/11/2020
Due for review:	Date: November 2021

Attendance Policy 2020



Marshfield CE VC Primary School

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Vision:

At Marshfield Primary School we are constantly striving for excellence in all that we do by setting high expectations and working together as a school community to provide a happy, secure and stimulating environment where children are motivated to learn, are valued as individuals and enriched by an experience that enables them to thrive in tomorrow's world.

School Attendance Policy

Special Note. Excerpts from Multi-Agency Case Review CM-M March 2018 City and Hackney.

Recommendation: Stronger focus on safeguarding relating to school attendance
 Recommendation: Schools must escalate to the police when a child's whereabouts are unknown.

Special Note 1: A broken week is one where there is at least one absence or very late arrival.

Opening statement. Regular school attendance is essential to ensure the best outcomes for our pupils. By 'regular' our policy is that all pupils attend each and every day that they are expected to attend. There may be exceptional circumstances when absences may be agreed in line with national attendance code guidance.

Threshold for parent contact: (See 'engaging with parents and carers') action will be taken to engage with parents initially via a first letter with attendance information and offer of support, and then via a letter inviting parents to attend a meeting to discuss strategies to support.

1. Where there are five broken or incomplete weeks in each old-style term (Autumn, Spring, Summer). A broken week is one where there is at least one late or absence mark in the register.
2. Where attendance is below 95% over a term
3. Where there have been repeat late or U code marks with or without other attendance concerns

For example:

Threshold for parent engagement *	Term 1-2	Term 1-4	Term 1-6	
Broken Weeks	5 Broken Weeks	10 Broken Weeks	15 Broken Weeks	
Percentage	95%	95%	95%	

*Staged. Letter. Invite to support meeting. Consideration of Individual Health Care Plan

Possible example:

Stage 1	Year to date broken weeks greater than 5%	Letter 1 Offering support
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Stage 2	Two terms or more > 5% broken weeks	Letter 2 More challenging letter, offering support but pointing out a need for change
Stage 3	Continued broken weeks > 5%	Meeting with head teacher: <ul style="list-style-type: none"> • discuss impact of missed learning • investigate reasons for absence and solutions • set attendance targets
Stage 4	Previous year attendance <95% Repeated termly attendance > 5% broken weeks	Meeting with Headteacher and/or EWO <ul style="list-style-type: none"> • discuss impact of missed learning • investigate reasons for absence and solutions • set attendance targets • fining or Individual Health Care Plan creation discussed • Set review period
Stage 5	Previous year attendance < 95% 5 or more broken weeks (over two terms) Repeated termly attendance continues to be of concern and School Attendance Meetings have not brought about improvement	Following School Attendance Meeting review, meeting held with Head Teacher and/or EWO: <ul style="list-style-type: none"> • Advise parent/carer that a panel meeting will take place. • School Attendance Panel meeting takes place (Letter sent to arrange) • If no improvement after 4 weeks, school completes a request for an Attendance Panel review chaired by LA representative.

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Attendance registration. We have a legal duty to register all pupils in the attendance register in the morning and afternoon. We will code according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence we will mark these as unauthorised. (See Health and Attendance)

Punctuality. Our policy is that we will allow a pupil who is late arriving by up to 20 minutes from the start of registration to be marked as "Late" in the attendance register. We believe that a pupil arriving late will not receive the best outcomes. Arriving late can be unsettling for the pupil and may cause classroom disruption. Where a pupil is persistently late (3 or more times in 2 weeks) parents will be contacted and offered the opportunity to discuss any issues and plan a way forward.

Pupils arriving after 20 minutes from the start of attendance registration will be marked as (U) in the register. This has a meaning of an absence which is unauthorised. A pattern of unauthorised absence U code may lead to formal action for non-school attendance and a possible Penalty Notice fine.

At Marshfield registration is currently staggered from 8.30 -9.10 (each class has a set time for arrival). Arriving 5 minutes or more after the class time is recorded as late.

Health and Attendance

Where illness is a clear reason for a pattern of absence with supporting information (for example repeat reference to medical aspects by young person, parent carer, prescription information, medical appointment cards, information from other health professionals) we will put in place an Individual Health Care Plan in line with the South Gloucestershire Council Medical Needs Policy.

Where there are occasional absences such as for sickness and diarrhoea there is no requirement for medical supporting information. For repeat absences we will follow government guidance and agree to absences where there is appropriate medical supporting information.

Absences which are not agreed by the school (Unauthorised)

The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. Where patterns of absence or broken weeks have been identified and where there are unauthorised absences we will seek to engage with parent/carers and the young person. Where efforts to address attendance do not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

Penalty Notices

In cases where parents or carers take their child on holiday during term time we will follow the Code of Conduct and request that a Penalty Notice is issued by the local authority where applicable. Where all or almost all unauthorised absence marks are U coded (late after registration) we will first seek to engage with parents/carers and the young person. If U code absences persist we will request a Penalty Notice in line with the Code.

Engaging with parents and carers.

We believe regular attendance is so important in ensuring best outcomes for our pupils that we will review our attendance performance each term. We will regularly look at the pupils where there is a pattern of absence. Where a child has a pattern of Broken Weeks we will contact parents and may arrange to meet and review progress. There is clear national evidence that children who are in receipt of free school meals attend less than other pupils. We will ensure that support to ensure attendance of all pupils who are in receipt of free school meals is prioritised.

SAFEGUARDING

First Day of Absence Call

We will regularly request updates of parent-carer contact information. Adults who have day to day care of a pupil are legally responsible for ensuring regular attendance. We will contact parents/carers on the first day of unexplained absence. Where absences are of concern and all attempts to engage have failed we will refer to the Access and Response Team for further investigation.

Removal from Roll

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the pupil has left the school without explanation and there are concerns about the pupil's welfare we will contact the local Access and Response Team immediately.

If there are concerns that a pupil may be at risk of Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or radicalisation we will contact the Access and Response Team immediately.

If the school is told that a pupil is leaving to attend another school, staff at the school of departure will establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Once the school has confirmation that the child has started at the new school they will update SIMs. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter will be drawn without delay to the attention of the Access and Response Team. Please see further information in Children Missing Education Policy <http://www.southglos.gov.uk/education-and-learning/schools-and-education/behaviour-and-attendance/children-missing-education/>

Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs; this decision is made by the Head Teacher in consultation with external agencies. A part time timetable is time limited, must not be treated as a long-term solution and can only be made with parental agreement. This will be reviewed every two weeks within the time limited period. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Celebrating Success

We will acknowledge excellence in attendance progress by class and where individuals have outstanding attendance. We will regularly share attendance information in our newsletter and on our website.

Covid 19

The government guidance states that: *It is vital that children and young people attend school and college, for their educational progress, for their wellbeing, and for their wider*

development. School attendance is now mandatory again. This means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly if they are registered at one.

Where Covid-19 infection or isolation affects a pupil's attendance, this will be coded in line with Government guidance. Children who are ill with Covid-19 or isolating, will have access to learning via SeeSaw (see Blended Learning Procedure).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Review

We will review the attendance policy annually.

Advice

For advice regarding attendance processes please see:

<http://www.southglos.gov.uk/documents/Attendance-Guidance-July-2016.pdf>

For advice regarding use of attendance codes please see:

<https://www.gov.uk/government/publications/school-attendance>

Appendix A:

Request for Extraordinary Leave

The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. By 'regular' our policy is that all pupils attend each and every day that they are expected to attend.

Holiday in term time will not be authorised unless there are extraordinary circumstances.

During the coronavirus pandemic, it may be necessary to isolate when returning from trips to certain destinations. Full guidance can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

When booking a trip during school holidays, families must allow sufficient time for any quarantine period to elapse **before** the start of term and **factor in that guidance may change at any point**. Quarantining during term time will not be authorised. In line with advice and expectations from the Local Authority, schools are not required to provide online learning for any absence in relation to quarantine as a result of travel.

Quarantining to see relatives contradicts DFE and LA advice (see above). Therefore, any applications for this purpose will be unauthorised. In line with advice and expectations from the Local Authority, schools are not required to provide online learning for any absence as a result of parents opting to quarantine.

Regular and routine medical and dental appointments must be made out of school hours (emergency or specialist appointments may be authorised – see medical needs)

If you believe there is an extraordinary circumstance as to why your child should not attend school and be absent from their education, you must complete a 'Request for Extraordinary Leave' application – these are available from the school office.

These must be completed and returned to school at least 2 weeks in advance of planned dates.

Applications will be reviewed by the headteacher and chair of governors and returned to parents stating if the request is authorised or unauthorised.