

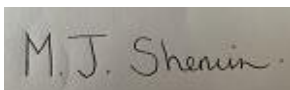


Attendance, Registration & Punctuality Policy

Signed 

Principal

Date: 7th October 2021

Signed 

Chair of Committee

Date: 7th October 2021

Reviewed: October 2021

Next Review Date: **October 2023**

Introduction

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Daresbury Primary takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance

The policy will aim to raise and maintain levels of attendance by:

- ◆ Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- ◆ Raising the awareness of the importance of a differentiated and relevant curriculum whether that be in school or via home Learning if linked to COVID-19 or any other circumstance which prevents the child/children from physically attending the school.
- ◆ Promoting opportunities to celebrate and reward pupil's successes and achievements.
- ◆ Raising awareness of the importance of good attendance.
- ◆ Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Statements of expectations;

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

What is expected of the pupils:

- ◆ To respect themselves and others.
- ◆ To do all they can to attend school regularly and punctually.
- ◆ To inform a trusted adult if they feel that they are being bullied.
- ◆ To encourage friendship and a sense of belonging.
- ◆ To be happy and encourage others to feel happy.

Parents have the prime responsibility for ensuring that their child attends school regularly and punctually. They have a legal responsibility to ensure that their children attend school regularly, and stay in school for every lesson after they have registered. Parents should also make sure that the children arrive on time, properly dressed, with the right equipment and in a fit state to benefit from the education offered to them. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act and aims to ensure that parents carry out their duty to secure suitable education for their children.

If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, education welfare Services and the social services where such a child's attendance is irregular.

What is expected of the Parents;

- ◆ To keep requests for their child to be absent to a minimum.
- ◆ To offer a reason for any period of absence, preferably before the absence or on the first day of absence. Notifying the school by telephone or email of any planned absence in advance and providing evidence such as an appointment card if requested
- ◆ To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness. Parents should ensure their child is on time for their allocated arrival time at the school. A late mark will be given if the child does not arrive within 10 minutes of the allocated start time.
- ◆ To work closely with the school and Education Welfare Officer (EWO) to resolve any problems that may impede a child's attendance.
- ◆ To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special /exceptional circumstances.
- ◆ To be aware of curriculum requirements and be especial vigilant with regards to attendance during important academic times such as SATS or other assessments.
- ◆ To support their child and recognise their successes and achievements.

The school will endeavour to provide an environment that is conducive in educating every individual pupil. School attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount. The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance has to be taken once at the start of the morning session and once during the afternoon session. The register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised

What is expected of the School:

- ◆ To create a school ethos that pupils want to be part of.
- ◆ To meet the legal requirements set out by Government.
- ◆ To give a high priority to punctuality and attendance.
- ◆ To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention.
- ◆ To consistently record authorised and unauthorised absences within the guidance of the 1995 education act.
- ◆ To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- ◆ To encourage open communication channels between home and school.
- ◆ To develop procedures for the reintegration of long term absentees.
- ◆ To develop procedures leading to a formal referral to the EWO.
- ◆ To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Education Welfare Service (EWS) the Local Authority provides support to schools and parents to fulfil their legal duty. The EWS is the enforcement agency of the LA and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under section 444 of the Education act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

School Procedures for Recording and Monitoring Attendance

Recording

Everyone is expected to arrive in school in time to prepare to start work at the appropriate time.

Staff

School is open from 7am and all staff can come into school at any time after this if they wish to prepare for the day. In all cases staff members should be in school at least 10 minutes before the start of work. All classes may come straight into school when the gates open at 8:45am

Pupils

Pupils and parents can gain access to the playground from 8:45am and all children should go straight into class.

The class teacher will take a register recording who is present and absent from school as soon as possible and by 9am at the latest. The register is then sent to the school office. The side gate (pupil entrance) is opened at 8:45am and locked by 9am latest. The two oldest KS2 classes enter via the staff entrance and a member of staff remains at this door until the door is locked at 8:55am.

Pupils will be marked as present (AM) / , (PM) \.

Any pupil arriving late should enter the school through the main entrance and be signed in to the Pupil Signing In Book by either a member of staff or their parent, recording their name,

class and time of arrival. The member of staff should check with the parent or pupil the reason for lateness and inform the office staff so that the register can be marked accordingly. All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.

The register officially closes at **10am**.

Pupils arriving after 9am and before 10am will be marked L.

Pupils arriving **after 10am** will be marked with one of the following codes:-

- U Late (after registers closed) no specific reason given
- M Medical/dental appointments
- C Other authorised circumstances

Any child not accounted for by 9.30am will be contacted by the school office to ascertain the reason for absence and a decision made by the school to mark it as an authorised or unauthorised absence.

School has the flexibility to use the following other codes:-

- E Excluded (no alternative provision made)
- F Extended Family Holiday (agreed)
- G Family Holiday (not agreed, or days in excess of agreement)
- H Family Holiday (agreed)
- I Illness (not medical/dental appointments)
- O Unauthorised absence (not covered by any other code)
- T Traveller absence
- V Educational Visit or Trip
- Y Enforced Closure
- # School Closed to Pupils

The school office will ensure that the registers are completed accurately for any children arriving late.

The register is returned to the classteacher before the start of the afternoon session and the register is again taken immediately after the lunch break ends.

Reasons for absence may be offered verbally by telephone call or message. A reason for a period of absence is always required.

The electronic registers (in SIMS) are updated weekly on a Friday afternoon.

Monitoring

The Senior Management Team and the MAT will review the attendance of all the schools pupils on a half termly basis and any pupils identified as cause for concern or less than 90% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending. The pupil's attendance will be closely monitored. If there is no improvement a formal referral to the EWO will be made. Pupils with repeated late marks will be contacted in writing and efforts will be made to improve their punctuality.

Requests for leave of absence

If a parent wishes to request a period of leave they are required to complete a Leave of Absence Request Form and submit it to the Principal. If the request is approved parents will be notified in writing. If the request is denied the school will inform the parent of the reason in writing and the request will be noted in the register. Leave of absence will **not** be offered to pupils for family holidays except under special / exceptional circumstances as detailed in the Leave of Absence Policy. Parents removing children from school for Holidays may have their details passed to Halton LA for a decision on whether a fine will be imposed

Strategies used to promote good attendance and punctuality

- ♦ Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- ♦ Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals, including punctuality.
- ♦ Pupil attendance figures will be published with the annual academic reports.
- ♦ Positive verbal reinforcement is given to pupils who have been absent from school for a period of time and an education action plan developed to help them catch up with any missed curriculum and promote future attendance.
- ♦ Certificates for 100% and 99% attendance will be issued at the end of each academic year

GUIDANCE FOR THE PRINCIPAL / SENIOR DESIGNATED PERSON WHEN A CHILD IS NOT COLLECTED FROM SCHOOL ON TIME

Schools should have in place a system that ensures there is an accurate record of contacts and contact telephones numbers for parents and carers as well as details of emergency contacts in the event the parent or carer is unavailable. This record should be regularly reviewed and updated to avoid delay in making contact with the parent or emergency contact should an event arise. In addition it may also be helpful to ensure all parents are provided with written information outlining clear expectations about what should happen in the event they are unable to collect their child or children on time and provide them with information and guidance about the schools responsibilities and what action you will need to take in the event that a child is not collected.

Should a child or children not be collected from school, follow the flow chart of procedures on the following page:

- ☑ Make all reasonable efforts to contact the parent on the contact number given
- ☑ Make reasonable efforts to contact the emergency contact person/number if they are unavailable
- ☑ In the event of no contact undertake a visit to the home address to try and to make contact

You should make contact immediately with Children's Social Care if you have exhausted the above options and have concerns the child may have been abandoned or:

- ☑ You have visited the home address and parents are unavailable or you have concerns about their ability to provide safe adequate care for the child/children and have concerns they may be at immediate risk of harm

If the decision to make contact with the Duty Officer is made and it is within office hours telephone 0151 907 8305. Outside of Office hours contact should be made with the Emergency Duty team on 0345 050 0148

If the immediate situation reaches a satisfactory conclusion but you have on-going worries about the care and welfare of the child that do not require an immediate response (for example this is not a one-off situation and you have additional safeguarding concerns) you can discuss your concerns with the Integrated Working Support Teams or the CSC Duty Teams the next working day.

IWST Runcorn 0151 511 6678

IWST Widnes 0151 511 8555

CHILD NOT COLLECTED FROM SCHOOL PROCEDURES

End of school day

If parent/carer does not present at school to collect the child, the child should return into the school building where he/she can be supervised by school staff. After schools clubs should not be used without parental permission. Check with the school office whether the parent/carer has contacted school to advise they will be late.

+ 15 minutes

If no contact has been received from parents/carers, school should attempt to phone parent/carer to ask them to collect the student. School should also try the emergency contacts for the child. If school has the consent of the parent/carer, the child could be taken home (dependant on having two suitable members of staff available and the school's health and safety / transportation regulations being met)

+ 30 minutes

Continue to try and contact parent/carer and emergency contacts. Where age appropriate, check with the child if they have any additional contacts who could be telephoned by school.

School should try to identify alternative arrangements for a student in line with the parent/carer's recorded wishes. Older brothers and sisters could be considered suitable carers dependent on their age / competence.

An older child who expects to be collected on that particular day but often does go home independently could, after reasonable enquiries, be permitted to make their own way home (do they have a key, will there be anyone at home, phone calls to alternative adults, etc.)

+ 45 – 60 minutes

Continue to try and contact parent/carer. If suitable staff have been identified within the school, consider a visit to the family home to ascertain if someone is available to come and collect the child.

Should a responsible adult arrive at any point, seek an explanation for the delay and record such explanations. Dependent on this explanation, a referral to Children's Social Care / IWST should be discussed with the adult. A discussion about what may happen if late collection with no notification becomes a more regular occurrence should also take place. Persistent late collection from school may be an indicator of other concerns.

+ 60 - 90 minutes

Consider contacting Children's Social Care and the Police. Advise that you have an abandoned child at your school. Have names, addresses and contacts ready. Explain what steps you have already taken to locate a responsible adult for the child. CSC and the Police may pass any useful information back to enable school to assist in locating the parent/carers. Notice of actions should be left at the home address.

Child should remain in school where he/she feels safe and with staff he/she knows and trusts so there is no additional stress to the young person. In liaison with school staff, Children's Social Care should try to identify a placement with a person known to the child. If no placement can be identified then the child may be placed in a foster placement as they have been technically abandoned. Notice of actions should be left at the home address.

+ 24 hours

Record of actions should be made by all agencies. School recording should be completed and kept by the Senior Designated Person.