

School Policy	
School	St Martins school
Name	Attendance policy
Statutory Policy	yes
Members of Staff Responsible	Headteacher, SLT.
Date of Review of current document , term / year	Spring 2023
Review Cycle	2 Years
Website	Yes
Approval body.	Local Governing Body
Legislation	School attendance: guidance for schools DFE 2106
Trust policy	No
Stakeholders;	staff / students / parents / community
Other policies to be taken account of	behaviour, safeguarding, equality scheme, SEND , accessibility plan .

Attendance at school is a legal requirement, and as members of our school community, it is fair to have high expectations concerning attendance and to expect that everyone makes the effort to make sure their children attend school each day.

Parents/carers should ring in every day for which a child is absent from school, communicating the reason for this absence.

School attendance is always the responsibility of parents and carers, but here at St Martins, we want to make sure that all families have the support they need. In order that we can work together as a team it may be useful for you to have an awareness of the processes we go through in school to support high attendance.

Class teachers (Primary) and form tutors (Secondary) will meet with pupils to discuss any barriers to good attendance and seek to agree some strategies for improvements on an 'Attendance Action Plan', putting in place any support which may be identified. Every week, I meet with our Educational Welfare Officer (EWO) to discuss attendance registers, and any students whose attendance is falling below 95%; we will share the 'Attendance Action Plan' with our EWO.

Non-attendance is an important issue that is treated seriously. However each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply. In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents/carers keep the school fully informed of any matters that may affect their child's attendance.

We request that your children do not miss unnecessary days when they are not genuinely ill, for reasons such as tiredness or having a cold. If your child is genuinely poorly then do not send them in. If you are unsure, send them to school and we can make a judgement during the day.

We have seen an increase in term-time holidays post-pandemic, which is understandable considering the disruption of the past 2 years. This year, however, term-time holidays will not be authorised by school. Only 1 day of absence will be authorised for weddings or funerals.

Punctuality in addition to attendance is equally important. To clarify students are expected to arrive at school at the times below.

Year Group	Registration Time	Late: need to sign in at reception (recorded as a L on register)	Late: after register closes (recorded as a U on register)
Primary	8.55	9.00	9:10
Secondary	8:40	8:50	9:00

Responsibilities

School Responsibility – The law and School Attendance

Under the Education (Pupil Registration) (England) Regulations 2006 the governing body is responsible for making sure that admissions and attendance registers are kept.

The Education (Pupil Registration) (England) Regulations 2006 (amended 2020 and updated 2021 with refer to changes necessitated by covid 19) restrict leave of absence for family holidays in special circumstances. The decision rests with schools, and families have no "right" to such leave. The application for leave must be made in advance by the parent the pupil normally resides with. This applies to all students the term after their 5th birthday.

The Education (School Attendance Targets) (England) Regulations require governing bodies of all maintained schools to set overall absence targets, and for some governing bodies to set "focused absence targets" as required by the Secretary of State. School governors are bound by the statutory requirement under Section 538 of the Education Act 2006 which requires governing bodies to provide information requested by the Secretary of State. This includes absence data that will be collected every term through the School Census.

Attendance is recorded and data stored and analysed using the SIMS Attendance module. It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court. Class Teachers (primary phase) Form /

subject teachers (secondary phase) are legally responsible for marking their class attendance register twice per day at the start of each session.

Senior Leadership Team:

- Give attendance a high profile at assemblies, parent evenings and on the school website.
- Support Student Support Managers and staff on issues of non-attendance and internal truancy, remedying causes and applying sanctions (detailed in this document).
- Report on attendance to School Governors.
- Implement system of rewards and sanctions.

Form Tutors:

- Be a good role-model for students by actively promoting the school's attendance ethos both via discussion and practically.
 - Give attendance a high profile.
 - Praise students for arriving on time.
 - Take prompt action where students are late or absent without explanation.
 - Keep an accurate register. Students signing in after 9.00am should do so at the office.
 - Discuss absence with student and parent/carer on return to school to establish any barriers to attendance
 - Inform Heads of Year when absence is causing concern.
 - Issue a copy of pupil timetable to pupil upon return to school to assist in pupils 'catch-up' of work missed during absence.

EWO service:

- Meet with SSS staff to review attendance data
- In accordance with EWO flow-diagram of actions, send of appropriate letters for pupils with issues with lateness and poor attendance
- Arrange and undertake home visits to pupils where necessary
- Arrange and undertake (with school representative, pupil and parent/carer) Fast-Track meetings and review meetings
- Where agreed, pursue actions for pupils who do not improve attendance, including, where necessary preparing legal documentation and attending court.

School Office

- Oversee administration of the Arbor registration system, entering appropriate coding information for all pupils marked as 'absent'
- Accurately record reasons for absence, as submitted by parents/carers, on Arbor
 - Send our absence check message (using Arbor message system)
 - Notify HoY and SSS of pupils with whom absence check notifications have not engaged with parental response (via CPOMS and email)
 - Collate monthly attendance data for Internal Attendance Review meetings
 - Update attendance percentages on web-page (is this a straight-forward task?) (using the above data)
 - Produce attendance data for pupil's school reports
 - Complete administration of EWO1 letters when instructed by EWO

- Administration of internal attendance letters (some digitally sent and others postal)

Class teachers:

- When pupils return to class following an absence, the class teacher will have a conversation with the pupil regarding missed work. In accordance with need and with realistic expectation, the teacher will supply the pupil with 'catch-up work' to ensure all pupils are keeping up with their necessary learning.

NOTE: As per Shropshire policy, work will NOT be provided for pupils *whilst* absent from school unless there is written medical evidence from a GP which states they are currently unable to attend due to illness.

Parents:

- Ensure that children leave for school on time every day; 8.40am in Secondary, 8.55am for Year 1 and 2, at 9:00am for Years 3, 4, 5 and at 9.10am for Year 6.
- Provide the school with a clear explanation for student's absences from school in writing, email or on the phone to the school office.
- When a child is unwell, parents should contact the school **before 10:00am on the every day of absence** informing the school of the reason for absence. Reception will record the reason for absence and a note made in the absence log. As part of our Safeguarding Procedures a call will be made to all parents whom a reason for absence has not be received.
 - Provide medical evidence e.g. doctor's note if requested for either frequent or extended periods of absence (five days or greater).
 - Aim for all medical appointments to be made outside of school hours where possible; where unavoidable an appointment card/hospital letter may be required to evidence this time out of school
 - Should aim not take students out of school in term time.
 - Where it is unavoidable to take children out of school during term time, a leave request form must be completed (and permission granted by the head teacher) at least two weeks before the planned absence.
 - Notify the school as soon as problems arise with student's attendance.
 - If no letter has been sent in advance, telephone the school on the first morning a student is absent and regularly keep the school informed by telephone or email on each morning of non-attendance.
 - If requested, attend school for meetings arranged in order to support improving attendance
 - Support the school in its ethos relating to the direct link between attendance and achievement.

Students:

- Arrive in school in time to reach tutor group registration base 8.40am in Secondary, 8.55am for Year 1 and 2, at 9:00am for Years 3, 4, 5 and at 9.10am for Year 6.
- Once arriving on school site (even if 'early') pupils are expected to remain on site
- Students arriving after 9.00am should sign in at the electronic registration system situated in the school office (primary aged pupils should be accompanied by parents)
- Be on time for lessons.
- If it is necessary to leave early, ensure the adult collecting them signs out at the electronic registration system.
- Discuss with Form Tutor, Head of Year or Student Support Services Managers if having any problems

attending school.

- Engage in support and interventions to encourage their attendance

Support Available:

- Counselling via SSS if required
- ELSA support via SENCO if appropriate
- Referral to external agencies to provide support for students and their parents/carers.
- Re-integration through Student Support Managers, SENCO and SLT as appropriate, for re-admissions to school on return from long-term absence.
- Individualised curriculum where appropriate.

Please note that unless a pupil has medical evidence to directly support non-attendance for health reasons school will not provide work or mark work completed outside of school.

Rewards

- Reward excellent attendance with 'rewards menu' and highlighted with the 'Attendance Hero Loyalty Card' in pupils planners
- Good attendance references to potential employers/colleges.
- Improved academic attainment

Sanctions

The school reserves the right to use any of the following sanctions to fulfil its obligations with respect to school attendance:

- Detentions (lunchtime and after-school) for truancy from lessons/school.
- Detentions (break time) for lateness to school.
- For lateness to lessons or internal truancy member of SLT 'on-call' will respond to the lesson or escort pupil to lesson. Remaining lessons in school day will also be monitored to ensure pupil is punctual and is aware of the high priority of being so.
- Penalty Notices issued by the EWO in consultation with school (Student Support Managers and SLT). Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the Local Authority issuing a penalty notice under section 23 of the Anti-social Behaviour Act 2003

Evidence supportive of non-attendance

We will always consider every case on an individual basis, but the following also apply:

Accepted medical evidence for absences of one day or less: (School Office may photocopy the evidence)

- Medical appointment card or letter showing appointment date and student's name.
- Copy of prescription showing date of issue and child's name.
- Copy of medication box/pack showing date of issue and child's name.

For longer periods of absence, we will take into account:

- Letter from recognised health professional (including mental health) advising of need for absence, hospitalisation or long-term treatment.
- We may also request permission to contact the child's GP or other health professional to confirm the causes of absence.

Definitions

Every half-day absence has to be classified by the school (not by the parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required, preferably in writing or by telephone.

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. Absence known to be for the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the principal. Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. This includes:

- _ Parents keeping children off school unnecessarily.
- _ Truancy before or during the school day.
- _ Absences that have never been properly explained.
- _ Holidays not agreed

Where there are concerns about attendance a referral will be made to the Education Welfare Officer [EWO]. The EWO liaises with the school regarding absences and will make contact with the parents.

Flowchart of timescales and school actions

Process for individual episodes of absence

Day 1 Non Attendance

- School office record given reason for non attendance OR
- In absence of notification from home, 'absence check' sent.

Day 2 Non Attendance

- Continued lack of communication from home triggers text and email home
- If this day is a Friday, proceed as per 'day 3' at this point.

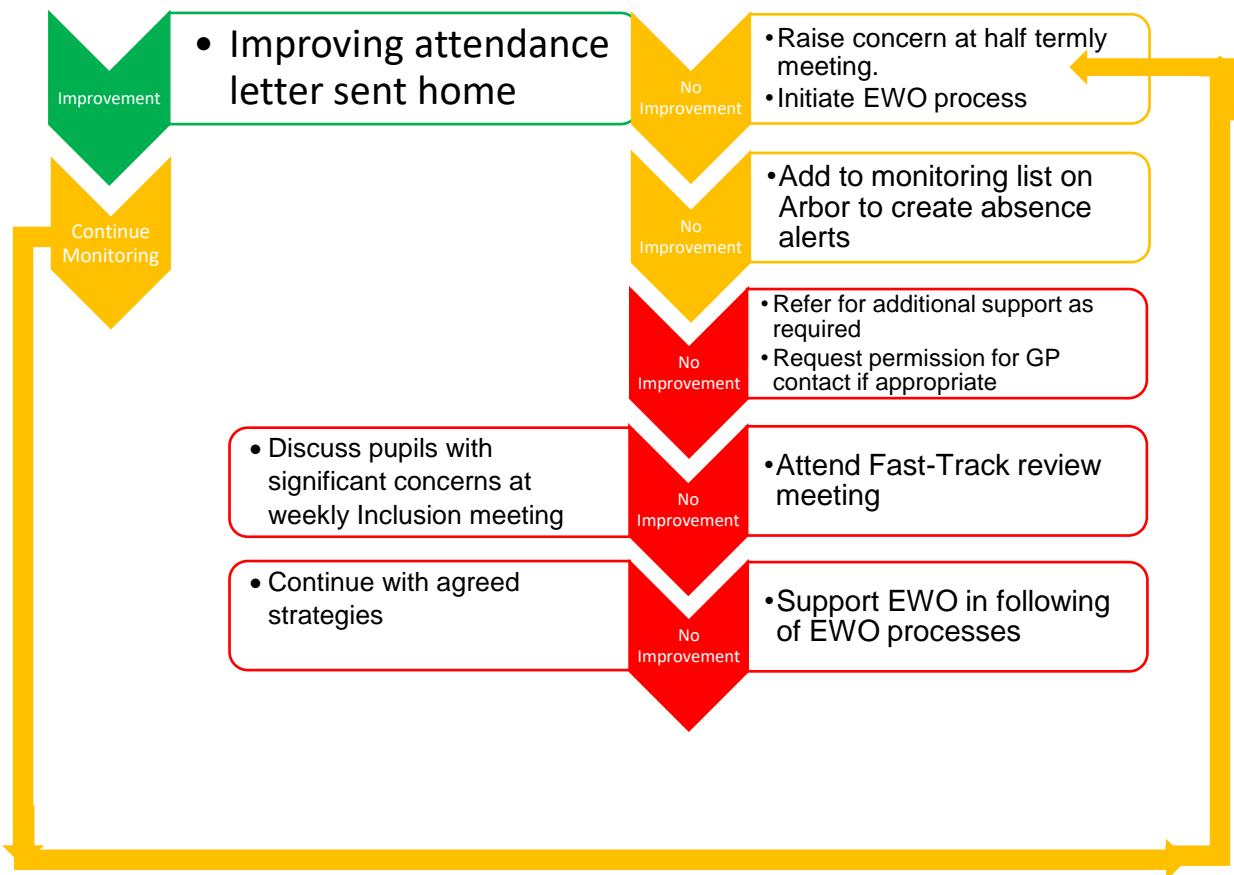
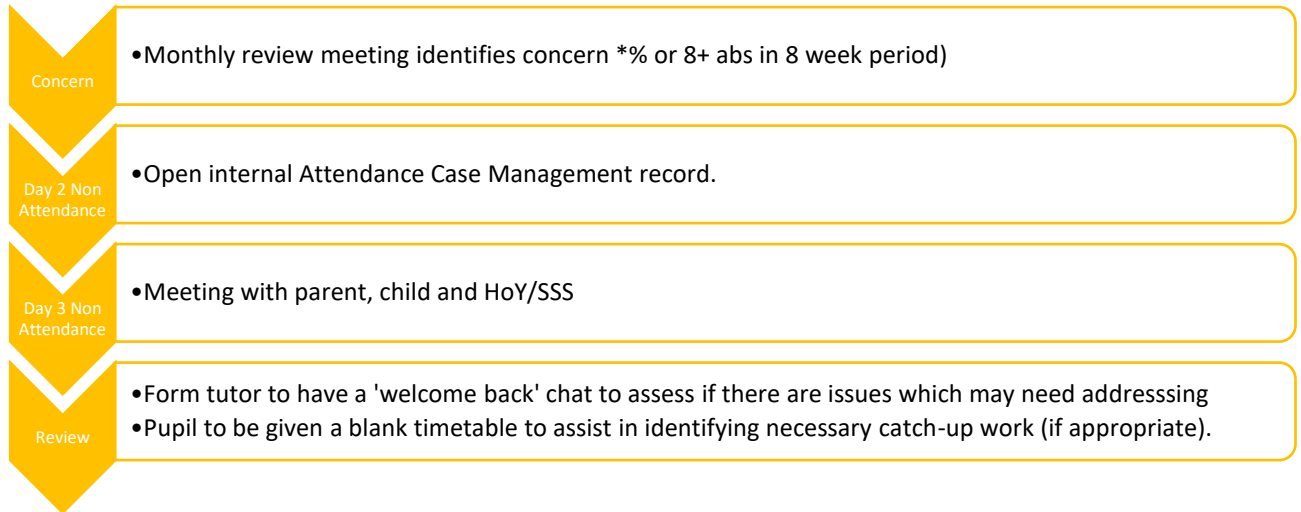
Day 3 Non Attendance

- Notification of concern to SSS
- SSS to carry out 'safe & well check' if considered necessary OR contact police to do this check if appropriate.

Return to school

- Form tutor to have a 'welcome back' chat to assess if there are issues which may need addressing
- Pupil to be given a blank timetable to assist in identifying necessary catch-up work (if appropriate).

Process for absence concerns



Attendance Action Plan

Name:

Class:

What is your current attendance?	
How many days have you had off?	
What is your attendance target for the year?	93%
What does that look like?	13 days off

What does your attendance look like?

I am late in the mornings	
I have had one long absence	
I have had lots of little absences	
I miss a couple of days at school every week	
I miss the same day(s) off school	

Tick the boxes that explain your attendance

I have been on holiday	I can't be bothered to come to school sometimes	I stay up too late sometimes	I don't like my lessons on some days
I don't come to school when I fall out with my friends	I truant from school	I oversleep	I am allowed to stay at home when I want
I don't like my teachers on some days	I don't like being in school	I don't come in when I owe homework	I don't come in when I have a detention/ isolation
I don't come in when I have a test	I don't come in when I am worried about something	I have had a long illness	I have had lots of little illnesses

Bedtime routines

Do you have a set bed-time?

Do you have 'electronics' in your room?

Do you have trouble sleeping?

Do you have the same routine every day?

Morning routines

Who wakes you up in the morning

Do you have breakfast every morning?

Do you pack your own school-bag?

How do you get to school every day?

What do your parents/ carers say when you say that you're not going to school?

What effect is your attendance having on your grades?

What are YOU going to do to improve your attendance?

- 1.
- 2.
- 3.

What are your PARENTS going to do to improve your attendance?

- 1.
- 2.
- 3.

What are WE going to do to improve your attendance?

- 1.
- 2.
- 3.

When is your review date?

	Targets for improvement	Met	Improvement	Not met
1				
2				
3				

Signed/ date: