



# Attendance Policy

<b>Governors' committee normally reviewing:</b>	CFC
<b>Date approved by Governors:</b>	June 2023
<b>Review Cycle:</b>	2 yearly
<b>Next Review Due:</b>	June 2025
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## **AIMS**

To maintain and promote good school attendance in order that all pupils have access to a full school day (or part time if Nursery).

## **PURPOSE**

- 1) To provide guidance to Teachers so that the requirements for recording attendance are met.
- 2) To provide for the management of pupils whose attendance gives cause for concern through absenteeism or lateness.
- 3) To keep parents/carers informed of their responsibilities and of the legal requirement for them, so that their children regularly attend school.
- 4) To promote good attendance – Pupils who have 100% attendance for the term will receive an attendance certificate at the end of the term to celebrate their achievement.

## **REGISTERS**

The Register are completed digitally at the beginning of each morning and afternoon session

The time of arrival of late comers is recorded in registers. The Office Manager (or Admin Team) will check the registers every morning. Any absences unaccounted for will be followed up by a telephone call to the parent/carer to establish the reason for absence. This information is then transferred onto 'Scholarpack'.

Arrival after the close of the register is recorded as an unauthorised absence. According to Government guidelines unauthorised absences are recorded on the pupil's end of year report.

The Local Authority report attendance figures including unauthorised absences to the Department for Education, these figures are published.

## **REPORTING ABSENCES**

It is the responsibility of parents/carers to inform the school of the reason for any absence, by telephone on the first day of absence. This information will be recorded in the Register. Parents/carers should then also ensure they keep the school updated on when the pupil will be able to return. If the pupil is sick for more than one week parents/carers maybe required to provide a medical certificate.

## **AUTHORISED ABSENCES**

Under The Education Act 1993 only the school and not the parents/carers can authorise absence.

All parents/carers need to complete a 'Request for Leave' form if they require leave for any reason in term time this will only be considered for exceptional circumstances. A 'Penalty Notice' may be issued for any term-time leave which has not been authorised by the Headteacher.

A pupils absence is authorised when he/she is unable to attend because:

- a) he/she is ill
- b) he/she is receiving treatment at a medical, dental or similar appointment (the appointment letter/email also needs to be given to the office)
- c) a bereavement
- d) a religious observance
- e) some unavoidable cause
- f) some exceptional circumstances negotiated with the Headteacher

## **UNAUTHORISED ABSENCES**

Examples of unauthorised absences are:

- a) shopping trips
- b) visits to the hairdressers
- c) holidays in term time (only in exceptional circumstances will these be authorised by the Headteacher)
- d) missing the school bus
- e) extended trips

The following link to the Southwark.gov website contains information about school attendance, exclusions etc.

<https://www.southwark.gov.uk/pupilcare-and-parenting/pupilren-s-social-care/family-early-help-feh/schools-work?chapter=4>

## **UNEXPLAINED ABSENCES**

In the event that a pupil does not come into school and parents/carers cannot be contacted by the Admin team, the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be informed. They will then;

- Ask the Admin Team to phone the emergency contact (where possible).
- Next steps would depend on the family situation and may result in:

-Informing the pupil's social worker, if they have one, either via phone call or by calling the duty number. If they do not have a social worker and the Designated Safeguarding Lead (or Deputy) feels it is necessary they will contact Southwark MASH for further advice.

It may be necessary, where school are concerned, to perform a welfare check to a home address where pupils are absent without explanation. The Designated Safeguarding Lead or the Deputy will travel with another member of staff, ensuring a

member of the school Senior Leadership team is aware of where they are going and when they are going.

If staff performing a welfare check are concerned for their own welfare, they should inform the police and request that they perform a welfare check.

## **LATENESS**

A pupil is deemed to be late if he/she is not present up until the time the registers are closed, half an hour after the morning or afternoon session begins. If a pupil arrives after 10.00am the pupil is deemed unauthorised unless a valid reason given.

### **Lateness Procedure**

- Lateness is a rarity as the majority of pupils arrive on the school bus, however, if pupils are late:
- The time of arrival is recorded in the Register.
- If lateness is a concern a meeting will be arranged with parents/carers and the Headteacher. Reasons for lateness are always explored and support is implemented where possible.

## **MONITORING PROCEDURE**

The Office Manager/ Admin Team will check the registers regularly, looking for:

- 1) Unauthorised absences
- 2) Lateness
- 3) Patterns of absence

In the first instance the Office Manager will follow up absence with phone call to parent/carer.

It is also the responsibility of the class teacher to raise concerns regarding absences. The Headteacher monitors pupil attendance that falls below 85% on a half – termly basis taking action as appropriate. This may initially involve meeting the parents/carers and working with multi agencies.

If a pupil has taken leave which has not been authorised by the Headteacher or has very irregular attendance a referral to ‘Family Early Help Service’ will be made. The school will work closely with the Early Help Practitioner and the family to resolve any attendance concerns for the pupil. However, a ‘Penalty Notice’ maybe be issued to each parent by the local authority for persistent and continued irregular attendance or unauthorised holiday in term time.

If there is a further unauthorised absence (holiday) in term-time or irregular attendance the parent/carer may be prosecuted by the Local Authority.

## **BEFORE SCHOOL AND AFTER SCHOOL SUPERVISION**

No pupil should arrive on the school premises more than five minutes before the start of the school day; that is 9.25am. The parent/carer/escort must stay with the pupil in the library until the start of school day if they do arrive early. The school day is from 9.30am to 3.30pm.

No pupil should remain on the school premises more than 10 minutes after the end of the school day; that is 3.30pm. However, in some instances where the escort is late the pupil remains with a member of staff.

All pupils should be brought to and collected from school by a designated adult. That is:

- Bus guide/Taxi guide
- Parent/Guardian / Carer
- Another adult designated by the parent/carer/guardian who has arranged this in advance with the school.

All pupils should leave or be collected from school promptly at the end of the school day. If a pupil is left uncollected by 4.00pm and all attempts by the school to contact the parents/carers have failed, the Headteacher will ring the All Age Disability Team (AAD) if the pupil is known to this team. If not known the AAD team the school will contact MASH for further advice.

If the designated adult is not at home to collect the pupil from the school bus, the bus will return at the end of the round. If the designated adult is still not at home the pupil will be taken back to school or to the local Social Services office (MASH)/All Age Disability Team offices. See Southwark Guidelines in link attached.

[https://southwark.proceduresonline.com/chapters/pr\\_pupil\\_not\\_collect\\_school.htm#pupil\\_education](https://southwark.proceduresonline.com/chapters/pr_pupil_not_collect_school.htm#pupil_education).

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