



# Grosvenor Road Primary School

## Attendance Policy

Signed:

Headteacher \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

## **MISSION STATEMENT**

Grosvenor Road Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil. Regular and prompt attendance allows every child access to the education to which they are entitled by law.

Grosvenor Road Primary School will endeavour to work alongside parents, the local community and the Local Authority.

## **AIMS AND OBJECTIVES**

Grosvenor Road Primary School aims to improve attendance figures to 96% and to encourage high levels of attendance and punctuality by promoting the following strategies:

- Demonstrate a strong attendance ethos.
- To have a clear policy on absence.
- To have effective systems for monitoring attendance.
- Use attendance data to improve school and pupil performance.
- Early intervention when individual pupil absence gives cause for concern.
- To reward and celebrate good and improved attendance and punctuality.
- Inform parents of their legal requirements regarding attendance and punctuality.
- Provide clear guidelines for staff on the registration process and the accurate use of register codes.
- Ensure that clear information is regularly communicated to parents/carers in a variety of ways.
- Raise awareness of attendance and punctuality at parent's evenings and new intake meetings.

## **PROCEDURES AND INTERVENTION TECHNIQUES**

**We demonstrate a strong evidence ethos by having:**

- A whole school approach, which reinforces good attendance, teaching and learning to encourage all pupils to attend and achieve.
- An attendance and behaviour policy, which is easily understood by all and regularly updated and shared with all stakeholders.
- Appropriate attendance targets.
- The Attendance Coordinator, Mrs Payne, monitors attendance weekly.
- Close working relationships with our Education Welfare Officer who will carry out home visits, without prior notification to pupils whose attendance is a concern/unexplained.

- Panel meetings for persistent absentees, held by the Education Welfare Officer and the Attendance Coordinator which may involve wider support services where necessary to identify and remove barriers attending.
- When a child is identified as missing from education, either due to moving out of the authority or leaving school without providing a destination setting, a Child Missing Education (CME) referral will be made to the Local Authority.

## **ABSENCE PROCEDURES**

**We expect the parent/carer to make contact with school before 9.45am on each day to report that their child will be absent from school. We encourage parents to inform school via ParentApps in the first instance. The school has a first day response system in place in which the following happens:**

- Day one: A phone call or a text message is sent to 1<sup>st</sup> contact for an absent child.
- If no satisfactory explanation is received the absence counts as unauthorised.
- Registration is the responsibility of the class teacher or teaching assistant and is done twice a day, at 9.00-9.15am and 1.15pm (1.30pm for KS1 and Reception and 1.00pm for the Foundation Stage.)
- The school actively discourages parents going on holiday in term time.

**Following Salford City Council guidelines the Attendance Coordinator can issue the request of a penalty notice to parents in the following circumstances:**

- For unauthorised holidays in term time. (5 days/10 sessions or more absence.)
- When a child has 10 unauthorised sessions, including unauthorised sessions recorded as a U code in the register, due to arriving late for school ( after 9.30am)
  - 1 day=2 sessions.

## **HOLIDAYS IN TERM TIME**

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and is consistently punctual.

The Government legislation does not give ANY entitlement to parents to take their child out of school during term time. Even if a child has good attendance, this will not be taken into consideration. Any absences will be marked as unauthorised unless they are deemed exceptional circumstances (See attached appendix 1.)

Requests for holidays in term time must be sent by letter or email to the Headteacher or Attendance Coordinator. On receipt of the request, parents will be sent a response, indicating whether the school is able to authorise the leave of absence or not. If parents,

contrary to the school refusing the request, still decide to take their child out of school for a leave of absence, then the absence will be coded as unauthorised and a fixed penalty fine may be issued

Under the new legislation from DFE, holidays during term time are not permitted except in exceptional circumstances and under the discretion of the Headteacher. Unauthorised holidays taken during term time may result in a £60 fine per pupil per parent. If the fine is not paid within 21 days, the fine will increase to £120. **IF A CHILD'S ABSENCE HAS BEEN RECORDED AS SICKNESS BUT IT IS LATER PROVEN THAT AN UNAUTHORISED HOLIDAY HAS TAKEN PLACE, A FINE CAN BE ISSUED AFTER THE CHILD RETURNS TO SCHOOL.**

Should a holiday be taken when no written request has been made, a request for the implementation of a penalty notice will be made to the Local Authority.

### **MEDICAL APPOINTMENTS**

Should a child have a medical appointment, it is expected that they return to school to complete the school day. Appointment cards with times and dates should be shown to the school office staff when taking your child out. **FAILURE TO PRODUCE MEDICAL EVIDENCE WILL RESULT IN AN UNAUTHORISED ABSENCE.**

### **PERSISTENT ABSENCE AND SEVERE ABSENCE**

Pupils are categorised as being 'persistently absent' if they accumulate 10% or more absences (below 90 %). Pupils are categorised as being 'severely absent' if they accumulate 50% or more absences (below 50 %). For children whose attendance falls in the 'persistent absence'/'severe absence' category, school will refer to the Education Welfare Officer who may implement the Governments 'Fast Track to Prosecution' scheme.

#### **During these meetings:**

- An action plan will be compiled with input from the parent/carer and school.
- Targets will be agreed and reviewed.
- There will be a focus on how the school can support the child and his/her family to promote improved attendance, progress, and attainment in school.
- A contract will be agreed.

If there is no improvement in attendance then the matter may proceed to Court.

## **DEFINITIONS**

### **Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school received notification from a parent or guardian. For example, if a child has been unwell and the parent has followed the procedures as set out in the policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classified as authorised.

### **Unauthorised Absences**

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### **Religious Observances**

The school will authorise religious observances e.g. Diwali and will need a letter or email from the parent/carer to the Headteacher or Attendance Coordinator explaining the details of the absence.

The school will provide alternative educational provision for the children who cannot participate in the school's Christian Celebrations e.g. Christmas Nativity rehearsals, concerts, Christmas Parties and Easter Productions due to their religious beliefs.

Details of the alternative education will be provided to the parents/carers of the children concerned at the appropriate times.

Absences will not be authorised for families who do not participate in the offered educational provision.

### **Punctuality**

Punctuality is vital to the education process.

If your child misses the start of the day, they can miss work and do not spend time with their class teacher missing vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils who arrive late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Parents must take responsibility for getting children to school on time.

The doors open at 8.45am-8.55am for EYFS, KS1 and KS2. Children arriving after their allotted time must enter through the main entrance, where their parent/carer will have to sign in at reception, and offer reasons for lateness. Children must be accompanied to the office by an adult if late.

Updated 1<sup>st</sup> September 2023

Children will receive a late mark (L) if they are not in by their allotted time.

At 9.30am the registers are closed. In accordance with the Regulations, if a child arrives after that time they receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that parents face the possibility of a Penalty Notice if the problem persists. An arrival after 9.30am will be marked as an unauthorised absence. (U code.)

Persistent latecomers will be referred to the Education Welfare Officer.

## **Rewards**

Good attendance and punctuality are vital to the progress of our pupils at school. At Grosvenor Road Primary School we promote good attendance in many ways:

- The Headteacher gives certificates to the classes with the best attendance in a weekly assembly and a trophy for the week.
- The classes with the best attendance for the half term will receive a treat in class.
- Each week some pupils with 100% attendance will receive a certificate, pencil and sticker in the attendance assembly on Monday afternoons.
- At the end of each term, all children with at least 96% attendance will receive a good attendance reward and additionally all children with 100% attendance will receive bronze/silver/gold badge and a certificate.

## **MONITORING AND EVALUATION**

Attendance data is analysed on a daily/weekly/termly basis to identify and target improvement efforts to the pupils or pupil cohorts who need it most. Grosvenor Road Primary School will evaluate the effectiveness of its strategies annually. The Senior Leadership Team are involved in monitoring and evaluation.

**DATE: 01/09/2023**

**SIGNED: Mr J L Pridden**

**REVIEW: 01/09/2024**