

Cecil Road Primary & Nursery School
Together we achieve more



Attendance Policy

Ratified by Governors	20/11/2020
Reviewed	20/11/2020
Next review	20/11/2023

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1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The attendance officer

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office. This information is recorded electronically by each class teacher using our SIMs data system.

3.5 School Office staff

School office staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Class teachers record either **I** for attendance or **N** if a pupil is not in school. The Attendance Officer will check each register and update the registers accordingly with the relevant mark and record the reason for their absence.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9.00am on each school day.

The register for the first session will close at 9.15am. The register for the second session will close at 1.45pm. After these times, pupils will be marked as late.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence as soon as practically possible. To report an absence they should telephone the school office on 01474 534544 and Press 1.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up absence

Where any child we expect to attend school does not attend, the school will:

- Contact the parents on the first day of absence by phone call

For safeguarding reasons if still no contact with parents/carers by Day 2 we will:

- Use the emergency contact list to find out why child is absent
- The FLO will visit the house to make contact
- If still no contact the school will liaise with the police

4.6 Reporting to parents

- The school will report attendance to parents 3 times a year if the child's attendance remains above 95%

- Attendance 90-95% - the school will send a letter/make contact with parents
- If attendance does not improve, the school will make a referral to the KCC Inclusion and Attendance Service or Consult with the Local Authority School Liaison Officer if it is not clear whether a referral is necessary
- For cases that require intensive family support, the school will make a Request for Support via the Front Door

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Exceptional circumstances for **authorised absence** include:

- Service personnel returning from a tour of duty abroad where it is evidence the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death of a close family member / serious illness of a close family member
- To attend a wedding or funeral of a person close to the family
- Any strong personal reasons why a family might need to take a child away for a short break

The school will not approve absence related to:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing / uniform
- Confusion over school dates
- Birthdays
- Family holidays

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The school will actively encourage and celebrate good attendance. Good attendance will be rewarded via giving certificates, holding raffles and activity afternoons for classes with the highest attendance etc.

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis.

The attendance officer records attendance trends weekly on our monitoring sheet. This information is shared with the Headteacher.

The Headteacher, Attendance Officer and School Secretary will meet termly (or more frequently if concerns are raised) to identify whether or not there are particular individual / groups of children whose absences may be a cause for concern and action taken.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. The school will compare attendance data to the national average, and share this with the governing body.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 3 years



Cecil Road Primary & Nursery School

Cecil Road, Gravesend
Kent. DA11 7BT

Tel: (01474) 534544

Fax: (01474) 357667

Headteacher: Mrs Y. Quigley

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»,

«forename» «chosen_surname» «reg»

«forename» has been absent from school for the sessions listed below and it does not appear that we have been given a reason for «his_her» absence.

As you know, attendance at school is a legal requirement and you are required to explain all absences. I apologise if you have already supplied this information but we do need you to return the slip below.

Yours sincerely,

Mrs Y. Quigley
Headteacher

✂-----

«forename» «chosen_surname» «reg»

My child was absent for the following sessions: «periods_of_absence» for the following reason:

Signed (parent/guardian):

Date:



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«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

«forename» «chosen_surname»

Class: «reg»

It has been recorded in the registers that «forename» has arrived late into school on «total_lates_both» occasions since the beginning of this term. When a child arrives after registration not only does «he_she» disrupt the teaching and learning of the class but it can be embarrassing for your child.

We hope you appreciate our concerns for your child's welfare at school and that, by working together, we can address and improve the situation. If there is anything that you feel the school can help you with, please contact Mrs Vincent, Family Liaison Officer.

Yours sincerely,

A handwritten signature in black ink that reads "Y. Quigley".

Mrs Y. Quigley
Headteacher



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Dear «salutation»

«chosen_forename» «chosen_surname»

I am writing to express my concern over the number of occasions that «chosen_forename» has been absent from school. «chosen_forename»'s attendance at school is currently «percentage_attendance»%.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card.) If medical evidence is not provided, further absences may be marked as unauthorised.

I am sure you share my concern and would wish to work with the school to improve «chosen_forename»'s attendance. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink that reads "Y. Quigley".

Mrs Y. Quigley
Headteacher



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«salutation»

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Thank you for contacting the school to request that «salutation» «forename» be allowed absence from school on ??date .

On this occasion due to the exceptional circumstances I am able to grant this leave of absence. However this will be recorded as an absence and will affect «forename»'s overall attendance figure.

Yours sincerely

**Mrs Y. Quigley
Headteacher**

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«addressee»

«address_block»

«date_of_printing»

Dear «salutation»,

Request for leave during Term-Time

I have received your request to take «**forename**» out of school for a family holiday between ??date and ??date, a total of ?? number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

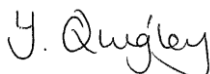
The School's Attendance Policy confirms that:

- Agreement to each request is at my discretion, acting on behalf of the Governing Body.
- Each case will be judged on its merits.
- My decision is final.
- Leave cannot be authorised retrospectively.

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «**forename**» out of school I may request a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely,



Mrs Y. Quigley
Headteacher



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«addressee»

«address_block»

Dear «salutation»,

«forename» «chosen_surname» «reg»

I am writing to congratulate you on «forename»'s improved attendance figures.

I am sure this improvement has made a difference to their education and learning. It will also have helped the schools attendance figures which as you know were a target from our last OFSTED inspection.

I just wanted to thank you for the great efforts you have made and I hope it will continue next year.

Yours sincerely

A handwritten signature in black ink that reads 'Y. Quigley'.

Mrs Y. Quigley
Headteacher