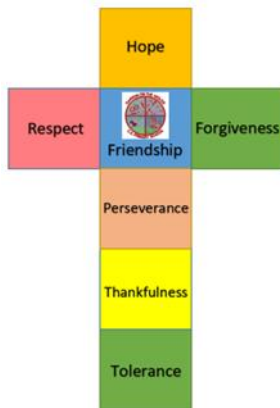
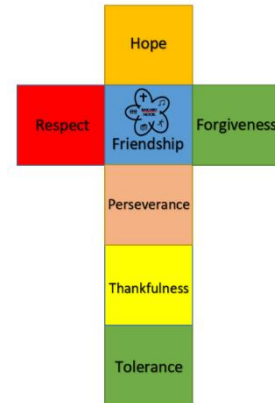


Garton on the Wolds CE Primary School Attendance Policy

Respect, Aspire, Achieve



Our School Vision is to work as a community within the school's Christian ethos. We learn about world faiths alongside our Christian Values to work towards creating an Outstanding school where all can flourish. Through the provision of a broad and balanced curriculum we encourage every child to develop lively, creative and enquiring minds enabling them to become confident individuals who reach their full potential and succeed in Modern Britain.



Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip each child to "I have come that they may have life, and have it to the full" (The Gospel of John – Chapter 10, verse 10).

We will realise our Vision by:

- demonstrating, as a Church school, our Christian values in action
- consistently high standards of teaching
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- excellent leadership and governance
- encouraging a love of learning by participating in experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all
- a partnership of pupils, teachers, parents, governors and the local community
- Targets are challenging and achievable.

Attendance Policy 2024

Introduction

At Garton on the Wolds CE Primary School we believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School personnel have a responsibility for identifying trends in attendance and punctuality.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel¹

guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

We believe truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts.

We believe it is essential to have a strong working relationship with the Education Welfare Service which provides support for pupils and their families in order promote good pupil attendance and to reduce truancy.

We are aware that leave of absence can only be granted to a pupil in exceptional circumstances and when authorising a request for absence in term time we will take into account the child's attendance record, the child's age, the reason for the trip and the time in the academic year.

We will exercise a consistent approach and ensure equity for all pupils.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by having in place a home-school agreement that all parents have signed up to and by improving pupil attendance and truancy.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Isolation due to COVID-19

It is possible children may have to be absent from school due to testing positive for COVID-19.

Current Government guidance states:

If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test.

Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

Garton on the Wolds Primary School will follow the above guidance when completing daily attendance registers.

Aims

To create a culture in which good attendance is accepted as the norm.

- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.
- To work with other schools to share good practice in order to improve this policy.

The Role of Governors

The Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- promote the importance of attendance and punctuality with all stakeholders;
- ensure compliance with all statutory pupil registration regulations;
- ensure that the attendance policy is carried out;
- set statutory attendance targets for the year that are realistic and challenging in order to raise school attendance;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- ensure the Headteacher exercises his/her discretionary power to authorise absence in extenuating circumstances for up to 10 days in an academic year between September and July which may include term time holidays;
- ensure the Headteacher does not authorise absence if it is to the detriment of a child's education;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - ☐ determining this policy with the Governing Body;
 - ☐ discussing improvements to this policy during the school year;
 - ☐ organising surveys to gauge the thoughts of all pupils;
 - ☐ reviewing the effectiveness of this policy with the Governing Body

- make effective use of relevant research and information to improve this policy;
- nominated a link governor to:
 - ☐ visit the school regularly;
 - ☐ work closely with the Headteacher and members of the School Office;
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ ensure that everyone connected with the school is aware of this policy;
 - ☐ attend training related to this policy;
 - ☐ report to the Governing Body every term;
 - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- create a culture which encourages attendance;
- address all school based causes of poor attendance such as bullying, racism etc;
- ensure there is an appropriate and effective registration system;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure school personnel are fully trained in the registration process and with the appropriate categorisation of absence;
- ensure pupils are aware that registration is a significant part of the school day;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals, special educational needs and persistent absentees;
- monitor trends by using data effectively to help strategic planning;
- ensure early intervention in order to prevent absenteeism or truancy and to put in to affect a range of procedures to deal with this problem;
- send to parents at the end of each term attendance information on their child – normally in the form of an end of term report;
- target intervention and support to those children that have been highlighted as poor attenders;
- agenda attendance and truancy at periodic meetings with school personnel;
- work closely with the Education Welfare Service;
- attend, when required, weekly meetings with the EWO;
- have in place a system for parents to report a child's absence;
- question any parental explanation for pupil absence if there is doubt as to the validity of the explanation;
- expect an explanation for every absence and if one is not forthcoming then the absence will be categorised as unauthorised;
- report to the Governing Body every term attendance figures and progress to achieving set targets;

- remind parents of their commitment to this policy;
- ensure school personnel are aware that unauthorised absence is absence without approval from the Headteacher and includes all unexplained absences;
- when considering an application for term time request for absence will consider the:
 - ☐ time of year of the proposed trip
 - ☐ length and purpose of the request for absence
 - ☐ impact on continuity of learning
 - ☐ circumstances of the family
 - ☐ overall attendance of the child
 - ☐ wishes of the parents
- apply a consistent approach across the school and ensure equity for all pupils;
- promote the importance of attendance during collective worship;
- publicise good attendance during assemblies, newsletters and the termly report to the Governing Body;
- award good attendance certificates to pupils when they have achieved 100% attendance;
- encourage good punctuality;
- organise home tuition with the local support services for pupils with long term illness provided they are well enough to undertake the work;
- adopt procedures for reintegrating long-term absentees;
- improve teaching in order to improve pupil engagement;
- work closely with the link governor and members of the School Office
- strengthen links with external agencies who engage with and support families;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - ☐ monitoring trends and patterns as highlighted in attendance data
 - ☐ achieving results above the national average
 - ☐ looking at results from parent, pupil and school personnel questionnaires
- report to the Governing Body on the success and development of this policy.

Role of the First Day Contact

The First Day Contact Supervisor is responsible for:

- contacting parents if they have not reported their child's absence by 9:30a.m;
- sending a text if no contact is made;
- contacting the DSL/Deputy DSL if a child is on the child protection register and no reason has been given for the child's absence;
- arrange for a home visit to be carried out by the DSL/Deputy DSL if contact has not been made regarding absence;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of daily/weekly attendance figures;
- contacting parents regarding concerns about their child's attendance;

- ensure individual records/chronologies are updated on CPOMS and saved daily on the school server;
- share relevant information with the EWO when required;
- sending out attendance letters to parents.

Role of the Education Welfare Service

The Education Welfare Service will:

- appoint education welfare officers (EWO) who will promote good attendance in schools;
- establish effective working relationships with schools, pupils and parents to ensure educational entitlement and regular attendance;
- ensure pupils attend school regularly;
- investigate reasons for a pupil's poor attendance;
- provide support and counselling for children and their families;
- work with local agencies providing education, health and social services for pupils with specific needs;
- work with disaffected pupils;
- work with pupils who may be excluded;
- support schools at attendance meetings.

Role of School Personnel

School personnel will:

- comply with and implement this policy;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure pupils are aware that registration is a significant part of the school day;
- ensure registers are up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the Headteacher/Senior Teacher/Deputy DSL of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance with pupils and parents;
- discuss individual pupil attendance at parent-teacher consultations.

Role of Parents

Parents/carers will:

- comply with this policy;
- work as partners with the school in the education of their children;
- ensure their children of compulsory school age receives suitable full-time education;

- ensure their children are punctual and know the importance of good attendance;
- inform the school on each day of absence stating clearly reasons for absence;
- inform the school of any COVID-19 related absence;
- inform the school of any changes to their contact details;
- collect their children on time
- take part in periodic surveys conducted by the school;
- avoid taking family holidays in term time;
- be aware that the Headteacher when considering an application for a term time request for absence will consider the:
 - ☐ time of year of the proposed absence
 - ☐ length and purpose of the absence
 - ☐ impact on continuity of learning
 - ☐ circumstances of the family
 - ☐ overall attendance of the child
 - ☐ wishes of the parents
- be aware that where parents fail to seek permission for time off then the absence will be treated as unauthorised;
- be aware that it is not advisable to apply for a request for absence during the following times of the year:
 - ☐ the first six weeks of any academic year
 - ☐ during Phonics Screening (Year 1 pupils)
 - ☐ during Y6 transition week
 - ☐ during Y6 SATs week
- be encouraged to take an active interest in their child's work and to take an active role in the life of the school by attending:
 - ☐ parent-teacher consultations
 - ☐ class assemblies
 - ☐ school concerts
 - ☐ fundraising and social events
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- expect their child to hand in homework on time;
- join the school in celebrating success of their child's learning;
- supporting the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance.

Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- parents are invited to attend an informal meeting with the Headteacher, School Business Manager and/or EWO to explain their child's repeated absence.
- support will be given if there are underlying reasons for the absence.
- if not, then the situation will be monitored for improvement.
- if there is no improvement, then the EWO will take the appropriate action.

Dealing with Lateness

The office personnel monitor lateness and inform:

- the Headteacher of patterns of lateness;
- parents of the school's concerns and arrange a meeting so that the problem can be addressed

Absence

Holidays during term time – parents are encouraged to take a family holiday outside of term time. Leave of absence only allowed in exceptional circumstances. Parents are asked to complete a request for absence form requesting permission to take their child on holiday. In line with local guidance, any requests for holidays will be unauthorised unless there are exceptional circumstances.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education. Evidence will be required for all medical, dental or hospital appointments – this can be given to the School Office.

Penalty Notices

In line with the new National Framework for Penalty Notices, penalty notice fines will be issued for term time leave of five or more consecutive days and will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

The pathway below, issued by the Local Authority, outlines the decision-making process that will be taken when a penalty notice is sent from the school to the Local Authority.

PER PARENT PER CHILD

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be **£160 per parent per child paid within 28 days**.

Reduced to **£80 per parent per child** if paid within 21 days.

SECOND OFFENCE (WITHIN THREE YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be **£160 per parent per child within 28 days**.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court.

Magistrates' fines can be **up to £2,500 per parent per child**. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to the *'failure to safeguard a child's education'*.

Monitoring of this Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.

Policy Written By	Senior Leadership Team and Governing Body
Approved By Governors	October 2024
Review Date (Or before if necessary)	September 2025