



Attendance policy

This policy was approved by Governors on November 23

Adopted November 23

This policy will be reviewed annually on or before November 2024

1 Aim of this policy

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Christopher Pickering Primary School

2 Key principles

- High levels of attendance and punctuality levels are promoted and rewarded.
- It is the responsibility of everybody in the Academy to improve attendance and punctuality.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this and sanctions may be applied in accordance with the behaviour policy.

3 Roles and responsibilities

3.1 The Academy

We will:

- work with pupils and their families to support high levels of attendance and punctuality
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- work with the local authority and, where required, make appropriate referrals in accordance with local procedures, legislation and guidance
- regularly review and analyse attendance levels and set targets for the future
- ensure that all pupils can access full-time education
- ensure that the trust board and Academy's leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection policy - <https://cdn.realsmart.co.uk/4cb0baa657de3331d3114cffd0357cc3/uploads/2022/11/10105719/Child-Protection-and-Safeguarding-Policy-Sept-2022.pdf>)
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education
- support pupils who are returning to education following long term absence
- ensure that effective systems to record and report attendance data are in place.

3.2 Parents and carers

We expect parents and carers to:

- ensure that their child arrives at the school on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- follow the correct procedure for reporting the absence of their child from the school (see section 6.1 below)
- avoid unnecessary absences
- keep the school informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6.3 below)
- inform the school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live.

3.3 Pupils

We expect pupils to:

- attend school regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to the school late (see sections 4 and 5 below).

4 Registration

- 4.1 The school maintains an attendance register and uses this to record each pupil's attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8:50am	12:00pm
Afternoon	12:55pm	3:20pm

- 4.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out at section 5 applies.
- 4.3 The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on School Attendance guidance - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf
- 4.4 Where a pupil attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

Commented [KATIEM1]: This section may require some amendment where the academy operates a different registration - e.g. additional para to reference registration at each lesson or amendment if PM registration time varies.

5 Late arrival

- 5.1 If a pupil arrives at the school after the relevant registration period has ended, he/she must immediately go to the school office to sign in and provide a reason for the lateness. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.
- 5.2 Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with behaviour policy.

6 Reasons for absence and how to report or request authorisation

6.1 **Authorised absence** - absence will only be authorised where the school has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the school can authorise absence.

6.2 **Unauthorised absence** - absence will be marked as unauthorised where the school is not satisfied with the reasons given for the absence.

6.3 Reporting absence from the Academy

6.3.1 Where a pupil is to be absent from the school without prior permission, the parent/carer should inform the school by telephone on the morning of the day of the first absence and let the school know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the Academy on each day of absence.

6.3.2 In cases of prolonged absence due to illness, the parents/cares may be asked to provide the school with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

6.4 Appointments

6.4.1 Medical, dental and other essential appointments for a pupil should take place outside of school hours where this is reasonably possible.

6.4.2 Where an appointment must take place during school time, the pupil should attend the school for as much of the day as possible.

6.4.3 For the time absent from the school to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

6.5 Leave of absence (including holidays during term time)

6.5.1 Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time. The school will only authorise a leave of absence during term time where there are exceptional circumstances.

6.5.2 To request a leave of absence, parents/carers must make the request in advance and in writing and, wherever possible, at least four school weeks ahead of the planned leave.

6.5.3 Where a leave of absence is requested as above, the Headteacher will consider the specific facts and circumstances relating to the request. The decision:

- will be confirmed in writing
- is solely at the Headteachers discretion and is final.

6.5.4 Where permission is granted, the Headteacher will confirm the number of days and dates of absence which are authorised.

6.5.5 If permission is not granted and the parents/carers proceed to take their child out of the school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see section 7 below).

Commented [KATIEM2]: Ensure this reflects your local policy.

6.6 Religious observance

6.6.1 We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs, the absence from the school will be authorised.

6.6.2 We ask that parents/carers notify the school in writing in advance, where absence is required due to religious observance.

6.7 Coronavirus (Covid-19)

6.7.1 There are some circumstances in which pupils cannot attend school due to coronavirus. In accordance with the Department for Education's guidance on *recording attendance in relation to COVID-19 during the 2021-2022 academic year*, if pupils travel to, or attendance at school would be contrary to law or government guidance relating to coronavirus, their non-attendance will not be counted as an absence.

6.7.2 If a pupil tests positive for coronavirus, their absence will be recorded as illness.

7 Addressing poor attendance and punctuality

7.1 Our procedures for managing unexplained absences can be found in the Appendix attached

7.2 Where absence or punctuality is a cause for concern, for example because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival
- persistent truancy or lateness

We will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality.

7.3 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.

7.4 Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.

- 7.5 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the Academy, we may consider issuing a penalty notice. A penalty notice is a fine (£60 if paid within 21 days, £120 if paid within 28 days) imposed on parents.
- 7.6 When considering whether to issue a penalty notice, we will have regard to:
- The Department for Education's statutory guidance, School Attendance Parental Responsibility Measures.
 - The local authority's Code of Conduct for issuing penalty notices.
- 7.7 In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

APPENDIX 1

(Below 90% Letter to parents)

(today's date)

Parent Salutation
Address Line 1
Address Line 2
Town
Postcode

Dear

RE: Pupils Name

Christopher Pickering Primary School is committed to improving achievement through attendance and monitors the attendance of its pupils using a unique tracking system.

Any pupil whose attendance falls below 90% will be monitored, and as a parent I am sure you will agree that your child must attend school regularly and on time to ensure that the maximum benefit is obtained from the education provided by XXXXXX School.

I enclose a copy of (Name's) attendance record. You will see that the attendance is now XXXX%, which is now a cause for concern.

I have also enclosed a copy of our attendance procedures to help you understand how we work towards improving attendance. Please contact me on the above number during the next 7 school days if you feel there are factors that may be affecting (Name's) attendance.

I will continue to monitor (Name's) attendance and I hope that with your co-operation, we see some improvement.

Should (Name) have any further absences from school they will remain unauthorised unless the school receives supporting evidence.

Yours sincerely

Laura Leeman

APPENDIX 2

(Example of information letter to parents of pupils whose attendance has slipped)

Dear Parent/Carer,

As I am sure you are aware regular school attendance is essential for all of our pupils to make good progress, achieve their academic potential and consequently have better chances in life. Every pupil at Christopher Pickering Primary School, in line with the Government's expectations, is expected to maintain an attendance level of 96% and above. It is the responsibility of everyone in our school community – parents, pupils, staff and governors to ensure they achieve this. Therefore we monitor and review the attendance of all pupils constantly.

(child's name) attendance is currently (Percent attendance)

Our Whole School Attendance Target is 97.0%. Therefore if your child attends for at least 96% of one school year they will have had less than 10 days absent.

Attendance over one school year

If a pupil had:

98% attendance = less than 4 days absent from school

95% attendance = less than 10 days absent from school

90% attendance = 4 weeks absent from school

85% attendance = 5 ½ weeks absent from school

80% attendance = 7 ½ weeks absent from school

We appreciate that children are unwell from time to time and that there can be exceptional circumstances for absences, but we ask that you think carefully about keeping your child out of school. There is a strong connection between attendance and achievement at school. Absence is proven to have a significant negative impact upon a child's educational attainment.

This term we will be closely monitoring all children whose attendance has fallen below 90%. From this Parents/ Carers may be asked to come in to school for a meeting to enable us to work together to help improve your child's attendance and attainment, so they can achieve their full potential at Christopher Pickering.

APPENDIX 3

Dear

RE:

I wrote to you on # expressing my concern about your son/daughter's level of attendance.

Due to the lack of significant improvement in (child's name) attendance, I would like to invite you to a meeting at # School on # at # , to discuss how working together could enable your son/daughter's attendance to improve which in turn would have an impact on his/her attainment.

It is important that you attend this meeting, however if this date and time is not convenient, please contact me on the above number to rearrange.

Yours sincerely

Mrs L Leeman
Deputy Head

APPENDIX 4

Dear

School Attendance Enforcement Procedure

Re:

I am writing in regards my letter dated # requesting you to attend a meeting held at # School on # to discuss your son/daughter (child's name) poor school attendance. As you did not attend, or respond to the letter issued, an attendance target for (child's name) was set in your absence.

This target is #% attendance for the next 4 weeks and will be reviewed on # .

I must remind you that you have a legal responsibility, as a parent, to ensure your son/daughter attends school regularly. Please make every effort to ensure that (child's name) does so in the future otherwise we will refer this to the Education Welfare Service and any further unexplained absence from school may lead to the matter being placed before the Magistrates' Court under Section 444(1)A of the Education Act (1996).

Yours sincerely

Mrs L Leeman
Deputy Head

APPENDIX 5

Dear Parent Salutation

Re: Punctuality Concern – (Name)

XXXXXXXXX School has a full support system in place to monitor attendance. On a weekly basis, as Assistant Head my role is to monitor both attendance and punctuality with the aim to offer support to those students who become a concern. Unfortunately, (Name) is appearing on the punctuality report far too often, see the enclosed **Attendance Certificate**.

Although this is not yet a major concern it has been brought to my attention. I hope that we can work together to try to improve (Name's) punctuality as this is an important life skill that will affect (Name's) learning and academic progress.

The school has systems in place to support children with punctuality problems, and this will be considered if (Name's) punctuality does not improve.

I look forward to working with you to ensure that (Name) attends school on time and take this opportunity to remind you of the timings of the school day. (Name) should be in school for XXam in the morning and XXpm in the afternoon.

If you wish to discuss this letter further or need any part of it to be clarified, please don't hesitate to contact me at the school.

Yours sincerely

Mrs L Leeman
Deputy Head

enc Attendance Certificate

APPENDIX 6

**Child Missing Education or At Risk of Missing Education
Child Moved Out of Area / Missing Within
Area/Direct approach to school**

Notification Form

This form is to be used to notify the Education Welfare Service of all pupils who are not receiving full time education, who do not have a school place and those who are currently waiting for a transfer and where a child has moved away from this area or within Hull where no destination school for the child is known or where a school has been approached directly by a parent/carer. Please put details of any siblings on a separate sheet. Checks must be made using this form **prior to removal** from a school roll. Please provide as much information as possible. This information will be shared with the receiving local authority if known.

CHILD DETAILS		
Surname	First name(s)	
D.O.B	Gender	Year Group
Current Address		
.....		
Parent/Carer's Name		
Telephone No.		
Current/ previous school		
Date last attended		

DETAILS (Please include area/address if known, where child has moved to and details of any other agencies that are involved with the family). Please also give details of any visits/contact you have made to try and trace this child.
.....
.....
.....
.....
.....

YOUR CONTACT DETAILS	
Name	Job Title
School / Establishment	Tel no.
Email	

*Please return this form immediately to: Melanie Johnson – Senior Education Welfare Officer,
Education Welfare Service, Treasury Building, Guildhall Road, KUH HU1 2AB
Telephone - 01482 613703 Fax – 01482 61323*

APPENDIX 7

**KINGSTON UPON HULL
EDUCATION WELFARE SERVICE
REFERRAL FOR PENALTY NOTICE FOR UNAUTHORISED ABSENCE
AFTER 15 DAY WARNING LETTER PERIOD
OR CONFIRMATION OF NO FURTHER ACTION**

Pupil	School

Penalty Notice to be issued Yes No

If yes please send an up to date attendance printout with this form

If no PN to be issued, please give reason below:

To be completed by Education Welfare Service Support Officer:

Penalty Notice issue date:

Date: Headteacher:
.....

**Please return the completed form to the Senior Education Welfare Officer,
Treasury Building, 2nd Floor, Guildhall Road, KUH, HU1 2AB Fax 613235**

**THE PENALTY NOTICE WILL ONLY BE PROCESSED WITH ALL THE
RELEVANT DOCUMENTS ATTACHED.**

Appendix 11

**KINGSTON UPON HULL
EDUCATION WELFARE SERVICE**

REFERRAL FOR PENALTY NOTICE WARNING LETTER

Parent/Carer	Mr/Mrs/Miss/Ms	Surname	First Name

Address
Post Code:

Pupil	DOB	Eth	Year Group	School

<p>Number of unauthorised absences in the current term – Please attach current attendance printout with this form.</p>

<p>Please detail your contact with parent pre this referral i.e. Home visits/letters/meetings</p>

<p>Please give details of any agencies working with this pupil/family:</p>
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<p>To be completed by Education Welfare Support Officer:</p>	
<p>Penalty Warning letter issue date:</p>	<p>15 day review date:</p>
<p>Date copy of this form returned to school:</p>	<p>Case number:</p>

Appendix 8

Dear Parent/Carer

As you know, pupils of school age must, by law, attend school regularly. If your child is to be away from school you need to ask for leave of absence and for this absence to be authorised. You cannot yourself authorise a child's absence. This school, the Adult, Children & Family Services and many parents are working in partnership to enable children to reach their full potential and this requires regular attendance at school.

The legislation on school attendance for holidays in term time has changed from 1 September 2013 so that I am unable to grant leave of absence during term time unless there are exceptional circumstances. The exceptional circumstances agreed by the Governing Body for Christopher Pickering in authorising a holiday in term time is:

- **Service Personnel and other employees who can only take holidays at restricted times.**
- **Acute crisis within the family.**
- **Court order/formal agreement where parents have separated.**

Each case will be considered individually.

I would ask you to think again about this request for xxxxxxxx to be out of school. I think it is important that all parents should be aware of the implications of taking holidays during term-time as this can seriously disrupt their child's progress and achievements. Not only do children miss the teaching provided on the days they are away, they are also less prepared for the lessons building on this learning after their return. xxxxxxxx's progress may be seriously slowed and there may also be a future risk of underachievement. Your child's absence can also disrupt the work of other pupils in the class, who may suffer as a result and there is likely to be additional work and planning for teachers.

As your request is not covered by the exceptional circumstances I am not currently willing to agree to authorise xxxxxxxx's absence for this holiday. I look forward to hearing from you should you wish to discuss this further. Please contact xxxxxxxxxx if you wish to make an appointment to see me.

If however you take xxxxxxxx out of school for an unauthorised holiday, I am required to notify the Local Authority who may then issue a Penalty Notice fine of £60 to be paid within 21 days. If no payment is received the Penalty Notice will increase to £120 to be paid within 28 days.

Yours sincerely

Mrs J Marson
Headteacher

Appendix 9

Dear Parent/Carer

RE: Pupil Name D.O.B.

Following my letter dated, informing you that your holiday request submitted would not be authorised, I am disappointed that you have taken holiday leave of absence.

This action makes working in partnership more difficult to achieve, shows a disregard for your child's education and gives a message that school is not important. Unauthorised absence from school is a serious matter and can lead to a Penalty Notice being issued.

This absence for xxxxxxxxxxxxxxxxx has been recorded as unauthorised absence and I am required to notify the Local Authority regarding this absence from school. An unauthorised holiday in term time can result in a Penalty Notice fine of £60 to be paid within 21 days. If no payment is received the Penalty Notice will increase to £120 to be paid within 28 days.

Please ensure your child attends school regularly and that you work in partnership with my staff and I, to ensure that xxxxxxxxx catches up with the work missed. If you wish to discuss this matter further, please contact the school for an appointment.

Yours sincerely

Mrs J Marson
Headteacher

**APPENDIX 10
KINGSTON UPON HULL
EDUCATION WELFARE SERVICE
REFERRAL FOR PENALTY NOTICE
UNAUTHORISED HOLIDAY IN TERM TIME**

Name of referrer	
School	

Parent/carer	Mr/Mrs/Miss/Ms	Surname	Forename

Address
Post Code:

Pupil	DOB & Year group	Ethnicity
Current attendance:		
Number of unauthorised sessions "G" in current term:		
Please attach printout to referral form		

Has this pupil had a authorised/unauthorised holiday in the previous academic year YES/NO Please attach previous academic year printout to referral form

How did parent request leave for holiday? School form/letter or other – please detail and attach copies Please give details of response from parents following letter sent by school refusing request
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APPENDIX 11

(Meeting letter for persistent absentees)

Dear Parent/Carer,

I am writing to inform you that ----- is now listed as a persistent absentee on our school records.

A child who falls below 10% absence in any one term is listed as a persistent absentee.

We hope that you appreciate how crucial good school attendance is to your child's progress and achievement and that absence affects the pattern of a child's schooling, with regular absence seriously affecting their learning.

We would like to invite you to a meeting in school on ----- at ----- to discuss ways we can work together to help ----- achieve his/ her full potential at Christopher Pickering.

If you are unable to make the meeting please ring the school office to arrange another time.

Thank you,
Mrs L Leeman
Deputy Head

