**Attendance Policy**

Hebburn Lakes Primary is a happy, successful, supportive school where ***Everyone Carers*** and ***Everyone Matters***. We take pride in our children learning in a positive, safe and welcoming environment, and through the delivery of a rich and varied curriculum we:

**Work Together** setting the highest expectations and levels of respect for each other,

**Learn Together** by having the courage and confidence to take risks and

**Achieve Together** through aspiring to be the best we can be throughout our journey to become independent lifelong learners.

Policy Approved by Governing Body:

Chair of governors:  Date: September 21

Head Teacher:  Date: September 21

Review Date: September 22

**Rationale**

Hebburn Lakes Primary School seeks to ensure that all its pupils receive a full time education which maximises opportunities for each pupil to progress.

The school will provide an effective learning environment whereby each member of the school community feels wanted, safe and appropriately challenged.

The school staff will engage with parents via reports, phone calls and attendance letters to ensure each pupil attends school regularly and punctually.

The school will maintain an effective system of incentives and rewards which acknowledges the efforts of pupils to maintain or improve their attendance and timekeeping.  It will challenge those pupils and parents/carers who give low priority to attendance and punctuality.

The Head Teacher has overall responsibility for school attendance.

**School Times**

Doors open at 8.55am

Register at 9.00am

School finishes at 3.15pm

**Registration**

*(See Appendix 1)*

The statutory requirement is for the school to take an attendance register twice daily.  This will be completed by the class teacher and recorded onto the RM system.

Morning registration begins promptly at 8.55am when the Registration Bell rings.  Pupils will register in class at 9.00am.

Afternoon registration is at 1.00pm (1.30pm for KS2) when the Registration Bell rings.

Pupils arriving after 9.00am must report to the school office where parents will be requested to sign their child in with a reason for their lateness. The register will then be updated by a member of the office staff or one of our CGSO’s.

The attendance register is a record of pupils’ attendance at the time it is taken.  For this reason, great care is given to ensuring the attendance register is correct.

There are only three occasions when the attendance register can be altered:

* If it is discovered that an error has been made.
* Where an unexplained absence has since been satisfactorily explained.
* Where a pupil’s name has been legally changed.

A pupil cannot be removed from the attendance register unless they are removed from the admissions register at the same time.

**Inspection of Registers**

The attendance register of every school must be available for inspection during school hours by:

* Any of Her Majesties Inspectors of Schools appointed under Section 1(2) of the Education (Schools) Act 1992 (a).
* An Inspector registered under Section 10 of the Act.
* Any officer of the LA authorised for that purpose (in South Tyneside any member of the Education Welfare Service).

**Personal Information**

Please inform the school office immediately of any changes regarding:

* Address
* Contacts
* Phone Numbers

**First Day Absence**

Children are classed as having authorised absence if parents notify school as to the reason for the absence, either by telephone or letter.  If no reason for absence is received by 9.30am one of our CGSO’s will phone the child’s home to ascertain the reason for the absence. Parents are notified of this in the School Prospectus and newsletters.  If no contact can be made and school staff are concerned about the welfare of a child, then a home visit may be made by a member of the CGSO or Senior Leadership Team.

**Authorised Absence**

Every half day absence from school will be classified by the school (not by the parent/carer) as either authorised or unauthorised.  Information relating to the cause of the absence is always required, preferably in writing, from the parent/carer.

Authorised absences are mornings or afternoons away from school for reasons such as:

* Illness
* Religious observance
* Family bereavement
* Medical appointments (appointments should be made out of school hours where possible.  Appointments made within the school day should be accompanied by a medical letter or appointment card).
* Participation in sporting activities as a representative of the school.
* Performances which are linked to approved school activities

**Unauthorised Absence**

Unauthorised absences are those which the school does not consider reasonable and the school has not granted a leave of absence. For example:

* Truancy
* Absences which have not been properly explained
* Performances which are not linked to approved school activities

Unauthorised absences are extremely rare as all cases of absence are followed up by the CGSO’s until a reason is given.  Any extended absences are reported to the Head Teacher who contacts parents as felt appropriate.

In serious cases of absence, we will seek the support of a SYP through the Local Authority.

**Lateness**

Children and parents know they are expected in the playground for entry into class at 8.50am.  This is posted in the School Prospectus and parents are regularly reminded in newsletters. In the case of regular late arrivals, parents will be spoken to by their child’s class teacher, one of our CGSO’s, a member of the Senior Leadership Team or Head Teacher to ensure that persistent lateness is challenged.

**‘Eyes on the Child’**

If a child is absent for 3 days our CGSO’s may visit the child’s home to see the child in person – this is to ensure the safety of children at our school.

**Leave of Absence/Holidays in Term Time**

From 1st September 2013 amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, as follows:

*“Amendments to the 2006 regulations* ***remove*** *references to family holiday and extended leave as well as the statutory threshold of ten school days.  The amendments* ***make clear*** *that Head Teachers* ***may not grant any leave of absence during term time*** *unless there are exceptional circumstances.  Head Teachers should determine the number of school days a child can be away from school if the leave is granted.”*

Any parent who takes their child out of school in term time for an unauthorised absence may be liable for a fine by South Tyneside Council.

At Hebburn Lakes, we do not routinely authorise holidays during term time. If parents are unable to avoid requesting absence during school time, an application must be made to the Head Teacher on an application

form available from the school office. This should not be less than 4 weeks before the absence is due to start and state clearly the reasons why exceptional circumstances should be considered. Please note before any special consideration will take place your child must have a history of good attendance in school. In the event of unauthorised holidays the attendance enforcement team, may issue a statutory fine. Parents must be aware that the failure to comply with these procedures could also result in the Local Authority taking legal action

This legislation can be viewed on the Department for Education’s website at [www.education.gov.uk](http://www.education.gov.uk)

**Strategies to Improve Attendance and Punctuality**

Whole school strategies used to motivate pupils and improve attendance and punctuality includes the following:

* Rewards and Incentives.
* Class Teacher praises good attendance and punctuality.
* Whole school challenges and incentives as part of our weekly celebration assembly.
* Ten Minutes extra play will be awarded to any class achieving 100% attendance on a weekly basis.
* At the end of every academic year certificates are given out in the Awards Assembly for 98%+ attendance.

**Intervention**

Early intervention is essential when tackling issues of attendance and punctuality.  Class Teachers will discuss attendance and punctuality with all pupils on a weekly basis and will follow the ‘Triggers for Intervention’ listed below.

**Triggers for Intervention**

Attendance

* Under 95% - Children will be highlighted at monthly attendance meetings and placed on an awareness monitoring list. Parents will receive a first letter from school to inform them of their child’s low attendance
* Under 90% or 3 separate absences - letter sent to parent/carer re attendance concerns and an AIM (Attendance Improvement Meeting) meeting will be arranged (details within annex at the end of the policy). This will be reviewed every four weeks
* Under 85% - Absence will be unauthorised without medical evidence.
* Under 80% - letter sent to parent/carer and referral to SYP.  A meeting will be arranged with the SYP, parent/carer and Head Teacher.

At any time, if there is a change in the attendance pattern, unexplained absences or development of a pattern of absences, the above can be overridden.

Punctuality

3 lates – letter sent to parents to draw their attention to arriving late at school.

9 lates – letter sent to parents and to invite them to a meeting with the CGSO’s or member of the SMT.

**Long Term Absence**

This may occur as a result of injury, bereavement etc.:

Where possible, the Class Teacher will make arrangements for work to be sent home for any pupil who is likely to be absent for a long period. A member of the CGSO team will also make regular contact with the family to ensure any support needs are identified. In the case that a child is absent from school due to complex health needs, we will also liaise appropriately with relevant medical professionals.

**Illness and Accidents**

* If a pupil has an accident or feels too unwell to remain in school, the Class Teacher will send them to a first aider who will contact parents. A member of the SLT should also be made aware.
* If the pupil is too ill to remain at school or if hospital treatment is necessary, then the parent/carer will be contacted to make suitable arrangements.
* Consequently, the school must have emergency contact numbers.

**Roles and Responsibilities**

**Head Teacher will:**

* Monitor and evaluate whole school attendance.
* Discuss attendance and punctuality regularly with Class Teachers
* Hold regular meetings with the pastoral team to ensure effective strategies are in place.
* Update and train staff during briefings, staff meetings and in-service days.
* Use attendance and lateness as themes in assemblies, awarding certificates and trophies as appropriate.
* Discuss attendance and lateness with parents/carers when necessary.

**Class Teacher will:**

* Ensure that attendance registers are accurate and up to date.
* Discuss attendance and punctuality with parents/carers on Parents Evenings.

**Care, Guidance and Support Officers will:**

* Complete the attendance register with the appropriate attendance codes *(see Appendix 1).*
* Follow First Day absence procedures.
* Amend the register on receipt of an absence note.
* Produce attendance reports each week for the Head Teacher.
* Produce attendance and punctuality letters for parents/carers as directed by the Head Teacher.
* Generate attendance certificates for pupil reports.
* Generate attendance certificates for Awards’ Assemblies and termly 100% attendance certificates.
* Produce attendance reports for LA termly and DCSF twice annually.

**SENCO will:**

* Have an overview of any child on the SEND register who has been identified as having attendance issues.
* Meet with Head Teacher and Class Teachers to discuss attendance and punctuality concerns for all pupils on the SEND Register. This will take place termly as a minimum requirement.

**SYP will:**

*(See Appendix 2)*

* Follow up referrals from the school regarding any unauthorised attendance and punctuality issues.
* Can issue a fixed penalty notice for up to £60.00 for each child if the Head Teacher and Governors consider absence to be unauthorised. This will rise to £120 if not paid within 28 days.

As a school we may also ask the SYP to:

* Provide parents/carers with information leaflets on Parenting Contracts for Attendance.
* Where the pupils attendance falls below 80% invite parents/carers to attend a meeting, agree targets and offer appropriate support.  Parents/carers/pupil/school sign an Attendance Improvement Plan.
* Send a letter offering 2nd appointment if parents/carers fail to attend attendance meetings.
* Make a home visit when necessary.

Parent/Carer will:

* Ensure that pupils attend school regularly.
* Support strategies put in place to improve attendance and/or punctuality.

**Attendance Percentage Reports**

The Head Teacher meets monthly with the CGSO’s to discuss attendance and to ensure attendance remains at an acceptable level.

The Head Teacher reports termly to the Governing Body on attendance.

**APPENDIX 1**

Hebburn Lakes Primary School

School Admin System Absence Codes

Attendance

| **Code** | **Description** |
| --- | --- |
| / | Present (AM) |
| \ | Present (PM) |

Authorised Absence

| **Code** | **Description** |
| --- | --- |
| I | Illness (not appointments) |
| C | Other Circumstances |
| E | Excluded |
| H | Family Holiday (agreed) |
| F | Extended Family Holiday (agreed) |
| M | Medical/Dental appointments |
| R | Religious observances |
| S | Study Leave |
| T | Traveller absence |

Present

| **Code** | **Description** |
| --- | --- |
| P | Sporting Activity |
| V | Educational Visit or Trip |
| W | Work Experience |
| B | Educated off Site (not Dual) |
| L | Late Registration |
| D | Dual Registration |
| J | Interview |
| K | School Discretion |

Unauthorised Absence

| **Code** | **Description** |
| --- | --- |
| G | Family Holiday (not agreed) |
| N | No reason yet provided |
| O | Other |
| U | Late after registration |

**Attendance Policy Covid 19 Addendum**

Attendance is still being monitored by our Care Support and Guidance Officers as the school remains open to critical worker children and vulnerable children.

The following codes are used when recording attendance:

· Critical worker children and vulnerable children attending school will be marked in as normal

· Children not eligible to attend school are recorded as **Code X**

· Where a child of a critical worker is expected to attend a session and does not do so, they will be recorded **Code C** (leave of absence authorised by the school)

· If a child is self-isolating or quarantining because of Coronavirus **Code X** is used

· Vulnerable children not attending school are recorded as **Code C** (leave of absenceauthorised by the school)

Care Support and Guidance Officers continue to speak to the parents and social workers (where applicable) of vulnerable children not in school, focusing on the welfare of the child and ensuring the child is able to access appropriate education and support while they are at home.

As a school we continue to follow procedure when a child is absent and Care Support and Guidance Officers will still ring home to ask why the child is absent.

Children engaged with home learning are also monitored. A very clear procedure is in place which enables us to continue to monitor those who are not engaging:

1. Dojo message

2. Phone call home

3. Letter from Head Teacher

4.Home visit

This addendum is linked to the Safeguarding Policy and the Remote Learning Policy