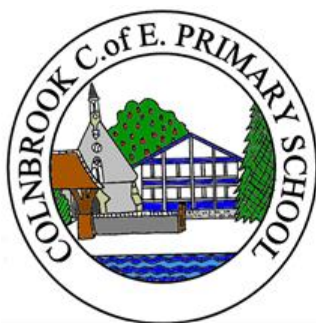



# **The Slough and East Berkshire C. of E. Multi Academy Trust Colnbrook C. of E. Primary School**



## **Attendance Policy**

Owner:	Headteacher
Ratified by Governing Body:	
Date Ratified:	29/03/2022
Date Policy to be reviewed:	March 2023

***"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9***

### **Our Vision Statement**

**At Colnbrook we want to grow young people who believe in themselves, so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.**

**Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.**

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

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## **1. AIMS AND OBJECTIVES**

### **Why do we need a policy?**

Colnbrook Church of England Primary School recognises its responsibilities to ensure pupils are in school and on time and therefore have access to learning for the maximum number of days and hours.

### **Who does it apply to?**

Our policy applies to all children and young people registered at this school. In law, compulsory age applies to all children from the start of the term commencing on or after the child's fifth birthday, until the last Friday in June during the academic year that the young person becomes sixteen.

### **How was it developed?**

It has been underpinned by the principles established in the relevant Children Acts, Education Acts, Regulations and Guidelines from both the DfE and the Local Authority.

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.

### **Why is it important?**

Every day of education and indeed every lesson matters. In the National Curriculum where there is built-in progression, children who are persistently late or absent soon fall behind with their learning and consequently do not understand current lessons when they return. The introduction to a lesson and to the school day is crucial to the child's understanding of their own learning. Children who miss school frequently will undoubtedly have gaps in their learning which will impede their progress and future ability to engage in lessons. This in turn will have an effect on their ability to concentrate and to behave. Children who do not understand the lesson frequently behave inappropriately to cover their inability to engage with the work. Frequent absence has a profound and cumulative effect on achievement.

## **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 board 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, using the correct codes, and submitting this information to the school office.

#### **3.5 School admin staff**

School admin 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 twice: once at the start of each school day and once during the second session after lunchtime has finished. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

*See appendix 3 for the DfE attendance codes.*

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

### **Registration**

#### **Morning**

The school gates open at 8.35am. Children from Year 1 to Year 6 go straight to class and start an early morning task. Pupils in Reception or Nursery wait outside their classrooms until the doors open at 8.40am. The bell rings at 8.50am for registration and all pupils should be in class at this time.

The school gates close at 8.50am. Any pupils arriving after that time will need to sign in at the school reception desk. These pupils will be marked as late in the register. Registers will close at 9.10am. Any pupil arriving after this time will be registered as an unauthorised absence for the whole morning session, unless they have a valid reason for being late (e.g. medical/dental appointment card).

#### **Afternoon**

The Nursery gates will open at 12.15pm and pupils will be allowed into class from that time. The gates will be closed 10 minutes thereafter. Pupils arriving any later will have to sign in at the school reception desk. All pupils arriving after the gate has shut will be marked in the register as late.

For Reception, afternoon registration begins at 12:30pm, 12:45 for Years 1-3 and 1:00pm for Years 4-6.

### **4.2 Unplanned absence**

The pupil's parent/carers must notify the school on the first day of an unplanned absence by 9:30am or preferably, as soon as practically possible.

Parents/carers can notify the school via telephoning the school office, and are requested to leave a voicemail message if the phone is not answered first time.

We will mark absence due to illness as authorised unless the school has a 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.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If parents/carers are unsure as to whether their child is well enough to attend school, please see Appendix 2 which is taken from NHS guidance.

### **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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 outlines which term-time absences the school can authorise.

### **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 an unauthorised absence for that session, using the appropriate code

The Home School Link Worker, the SLT and the Headteacher monitor punctuality. For pupils who are persistently late, the school may:

- Contact parents/carers by telephone;
- Send a letter;
- Speak to parents/carers directly.

If punctuality does not improve, then parents/carers will be invited in to school to discuss the concerns with the staff and plan a way forward.

If lateness does not improve following the meeting, then the family will be referred to the Local Authority.

### **4.5 Following up absence**

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

- Follow up on their absence with their parent/carer to ascertain the reason, by phone call or through a home visit if deemed appropriate.

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

#### **4.6 Reporting to parents**

Each child's attendance will be a topic of discussion at each parent consultation evening. Their final attendance figure will also be reported in their annual end of year report, marked against the following categories:

- Attendance is excellent – 98%+
- Attendance is good – 95%- 97%
- Attendance is cause for concern – 90% - 94%
- Persistent absence- Below 90%

### **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. A request for a leave of absence can be found in Appendix 1.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

#### **5.2 Unauthorised absence**

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes parents keeping children off school unnecessarily for, shopping, birthdays, visiting relatives, unwell parents and family holidays.

#### **5.3 Reducing persistent absence**

If a pupil's attendance drops below 95%, or a pattern of absence emerges over a period of time, this instigates an investigation as to why the attendance is falling. Children with attendance under 95% are monitored each week by the attendance officer and the SLT.

If the decrease is for unexplained or unacceptable reasons, a warning letter will be sent followed by a meeting in school with the Home School Link Worker.

If attendance does not improve a second letter will be sent, followed by a meeting in school with the Home School Link Worker and a member of the SLT.

If attendance continues to worsen, a third letter will be sent and a meeting arranged with the Headteacher and / or a member of the Local Governing Body.

Following this, a referral may be made to Slough Borough Council. Pupils who are continually late will receive support from the Home School Link Worker.

Children have the right to a full time education and parents must ensure children have good school attendance to allow them to succeed.

### **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 which increases to £120 after this time. 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 GOOD ATTENDANCE**

### **Weekly Celebration Assemblies**

Celebration Assemblies are held every week on a Friday. The class with the highest attendance receive the Attendance certificate.

### **Termly Attendance Prizes**

All children who have 100% attendance for that term receive a certificate. The class with the highest attendance will be given a reward. The class with the highest attendance over the year receives a reward following discussion with the Headteacher. Individual pupils who have achieved 100% attendance receive a certificate in the final Celebration Worship.

### **Parent/teacher Consultation Evenings**

These provide an opportunity for class teachers to praise and recognise excellent attendance and discuss barriers to good attendance.

### **Raising the Profile of Attendance**

To raise the profile of attendance, the school will:

- Regularly remind parents/carers about the procedure for reporting absence;



- Require all parents/carers to complete a request for leave of absence;
- Remind pupils of the importance of attending school, through collective worship and assemblies;
- Promote good attendance through the school newsletter.

## **7. ATTENDANCE MONITORING**

Attendance is monitored daily by the attendance officer and members of the Senior Leadership Team.

A pupil's parent/carer is expected to call the school before 9:30am if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence exceeds what is deemed necessary in relation to the illness/injury, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving an education welfare officer.

If a pupil on the Child Protection Register is absent without explanation the Social Worker is notified.

If a pupil is in public care (CLA) the carer, social worker and education co-ordinator will be involved appropriately.

If there are 20 days of a child's continued absence, then the information will be passed on to the Local Authority Attendance Improvement Service with a Child Missing from Education (CME) referral. Prior to doing so, the school should have made reasonable enquiries to ascertain whether the child is still residing at the home address and is not attending or whether the child is missing.

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.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

The school will collect and store attendance data over time, for the purpose of:

- Tracking the attendance trends of individual pupils
- Identify any groups of children whose absences may be a cause for concern
- Monitor and evaluate any children who may be in need of intervention or support
- Ensuring effective safeguarding of children.

## **8. MONITORING ARRANGEMENTS**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by the full governing board.

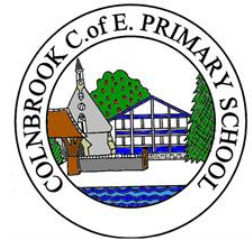
## **9. LINKS WITH OTHER POLICIES**

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Therapeutic Behaviour Regulation Policy

Appendix 1

Request for Leave of Absence during Term Time



To the Headteacher:

I request that leave of absence be granted to .....

of class.....from.....to.....

to enable them to

.....  
.....

Signature of Parent/Guardian.....

Print.....

Date.....

Notes

1. This form is to be completed and forwarded to the Headteacher **before the period of absence and before** any firm arrangements have been made.
2. In line with DfE regulations our registers are monitored regularly by Slough Borough Council Attendance Service, so any unauthorised absences could lead to a warning letter or fine.

Leave of absence authorised: YES / NO

Reason: .....

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Is my child too ill for school?

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

**It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.**

There are government guidelines for schools and nurseries about [managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason. If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know. Please see the table below for further guidance.

<b>Important: Coronavirus (COVID-19)</b>	<p><b>Keep your child off school if they have any of the main symptoms of COVID-19:</b></p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to their sense of smell or taste</li> </ul> <p><b>Stay at home and get a test for your child.</b></p>
<b>Coughs and colds</b>	It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.
<b>High temperature</b>	If your child has a high temperature, keep them off school until it goes away. (Ensure a COVID test has taken place)
<b>Chickenpox</b>	If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
<b>Cold sores</b>	There's no need to keep your child off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
<b>Conjunctivitis</b>	You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
<b>Ear infection</b>	If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
<b>Hand, foot and mouth disease</b>	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
<b>Head lice and nits</b>	There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.

<b>Impetigo</b>	<p>If your child has impetigo, they'll need treatment from a GP, often with antibiotics.</p> <p>Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.</p>
<b>Ringworm</b>	<p>If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.</p> <p>It's fine for your child to go to school once they have started treatment.</p>
<b>Scarlet fever</b>	<p>If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.</p> <p>Your child can go back to school 24 hours after starting antibiotics.</p>
<b>Slapped cheek syndrome (fifth disease)</b>	<p>You don't need to keep your child off school if they have slapped cheek syndrome, because once the rash appears, they're no longer infectious.</p> <p>If you suspect your child has slapped cheek syndrome, take them to see a GP and let their school know if they're diagnosed with it.</p>
<b>Sore throat</b>	<p>You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.</p> <p>A sore throat and a high temperature can be symptoms of tonsillitis.</p>
<b>Threadworms</b>	<p>You don't need to keep your child off school if they have threadworms.</p> <p>Speak to your pharmacist, who can recommend a treatment.</p>
<b>Vomiting and diarrhoea</b>	<p>Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone.</p>

### Appendix 3

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their

		public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day