



Pashley Down Infant School

Learning at Pashley is an amazing adventure

Attendance Policy

Reviewed/Adopted: July 2022

Next Review: July 2024

Following the Lockdown that began in March 2020 this policy should be read with the understanding that should the school need to initiate safety procedures to reduce the risk of spreading the virus it will do so as the first priority. Therefore there may be adjustments that need to be made within this policy and every other policy that is held by the school. Please read the school's risk assessment for further details and liaise with the Senior Leadership team if the crisis has affected part or parts of this policy implementation and you have concerns or queries about its impact.

Contents

1. Expectations	2
2. Grant for Leave of Absence	2
3. Encouraging Attendance	2
4. Responding To Non-Attendance.....	3
5. Punctuality	3
6. Changing schools	3
7. School Organisation.....	3
Office Staff:.....	4
Class teachers:.....	4

The staff of Pashley Down School are committed, in partnership with the parents, pupils, governors, and the Local Authority, to building a school which serves the community, and of which the community is proud.

School staff, together with the Local Authority believe that all pupils benefit from regular school attendance. We will encourage and support parents/carers in ensuring their children maximise their educational opportunities through regular attendance, and that any difficulties that impact upon attendance are identified and acted upon promptly.

1. Expectations

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day.

We expect that all parents/carers/persons, who have day to day responsibility for the children will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first day of the child's absence;
- contact the school promptly whenever any problem occurs that may keep the child away from school.

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every pupil's attendance;
- contact parents/carers as soon as possible when a pupil fails to attend where no message has been received to explain the absence;
- follow up all unexplained absences to obtain notes authorising the absence,
- encourage good attendance;
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the Local Authority's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to Education Welfare Service.

2. Grant for Leave of Absence

The taking of leave during school time is not a *right* and can only be taken with the authorisation of the Governing Body. All applications for leave must be made in writing to the headteacher.

The headteacher on behalf of the Governing Body, will only authorise leave, in exceptional circumstances. Written applications must be made in advance to the headteacher.

If leave is taken without authority then consideration will be given to issuing a Fixed Penalty Notice in the sum of £60 to each parent & for each child.

3. Encouraging Attendance

Pashley Down Infant School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by celebrating good and improved attendance;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to ESBAS if the irregular attendance continues.

4. Responding To Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no email or telephone call is received from the parent/carer by 8.30 a.m. the school will endeavour to contact them that day. If the family are not able to be contacted, the office will ring all other contacts and other schools if siblings attend there. If the child is on Level 2 or above for safeguarding a letter of concern will be dropped off at the home asking the family to get in contact. If the child's family have been allocated a Keyworker who is known to the school or a Social worker the school will contact them via email and/or phone to inform them of the child's absence and no communication.
- If on the second day there is no response, the school will continue to try to contact the parent/carer. If, by the end of the second day, there has still been no contact made (third day of waiting for a response to a letter), the school will contact local police to do a welfare check on the family.
- Persistent non-attendance, where absences cannot be justified in law, may result in the issue of Fixed Penalty Notices in accordance with the Local Authority's penalty notice protocol. In addition, the School will support the ESBAS in prosecutions brought under Section 444 Education Act 1996, or in applications in the Family Proceedings Court for Education Supervision Orders.

5. Punctuality

The school doors open at 8.45 and the school register is taken at 9.00am, when pupils are expected to be present. Pupils arriving after 9.00am must be signed in at the school office; the parent/carer needs to talk to the office staff, to give the reason for the child's lateness. The school register closes at 9.30am. If a pupil arrives after the close of the register, they are given an attendance mark for health and safety reasons, but are regarded in law as being absent. If a child persistently attends schools after the close of the register consideration will be given to (a) the issue of a Fixed Penalty Notice in the sum of £60 per child per parent. Lateness not only affects the learning of the student in question, but also affects the learning of others.

6. Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform school as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

7. School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these

views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

Senior Leadership team will:

- adopt the whole policy;
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- ensure a scheme is in place for contacting parents on the first day of absence;
- ensure that key staff have time-tabled periods for liaison and follow-up work and appropriate access to attendance data;
- liaise closely on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- set whole school attendance targets;

Office Staff:

- to oversee the registration process and ensure that registers are completed accurately and punctually;
- to reinforce good practice by providing information for staff meetings;
- to share the Class Teacher's concerns regarding the early identification of disaffection with the Headteacher and Inclusion Team.

Class teachers:

- to complete registers accurately and punctually twice daily;
- to record all reasons for absences in the register;
- to inform the headteacher of concerns;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the headteacher.

School Website & Newsletters will be used to send information to parents/carers;

- Information about school holiday dates
- School sessions
- Breakfast club
- Absences