

# HOLY TRINITY C of E SCHOOL, East Finchley



**Our vision is to create a family rooted in love for one another where children and adults can flourish and achieve their potential to reach their own spiritual, academic and personal goals.**

***“Love one another. As I have loved you, so you must love one another” John 13v34***

## Attendance Policy

Sub Committee to review	CPC
Governor Reviewer	T Avery
Target Audience	Parents and carers
Curriculum / non curricular	Non curricular
New Policy or Review of existing policy.	Review
Date of Submission	July 2019
Date for Review	July 2022
Reviewed	Every 3 Years
Date ratified by Governors	July 2019

**This policy is taken recommendations and requirements from:**

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Dfe keeping children safe in education.(2018)
- Dfe 'Children missing from Education (2016)
- Dfe 'School Attendance (2018)

**Attendance Policy- "attendance matters....."**

*'Central is raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated- pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'.*

DfE School attendance statutory guidance and department advice, July 2019

The governing board has overall responsibility for:

- The implementation of the Primary Attendance and Truancy Policy and procedures of name of school.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2019) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school, and distributing these to parents.

Staff, including teachers, support staff and volunteers, are responsible for:

- Following the Primary Attendance and Truancy Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
  - Modelling good attendance behaviour.
  - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
  - Parents are expected to take responsibility for the attendance of their child during term-time.
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Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.

Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

**As a school we aim to:**

- Maintain parents' and pupils' awareness of the importance of regular attendance.
- To raise attendance.
- Improve punctuality.
- To raise level of achievement.
- Maximise opportunities both in school and in later life.

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines and school work easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders have an easier transitions to secondary school.

**As a parent you can help us by:**

- Ringing on the first morning of all absences with the reason and saying when the child will return – before 9.15am
- Arranging dental and doctors' appointments out of school hours or during school breaks or on Friday afternoon
- Bringing your child to school before and returning them after a hospital or other medical appointment.
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness
- Medical evidence to be provided when requested within 10 school days.
- Making use of the school service such as breakfast club and after school club to improve your child's attendance and minimise lateness.
- Maintaining punctuality and attendance an important part of your child's daily routine.

**School shall take various measures in order to safeguard children by:**

- Following up unexplained absences after registration, with a phone call on the first morning.
  - Reminding parents of the importance of regular attendance and punctuality in newsletters, and Home –School agreement.
  - Acknowledging and rewarding good attendance.
  - Publishing your child's attendance rate on his/her annual school report.
  - Letting you know if we have concerns regarding your child's attendance.
  - If we continue to have concerns we may make a referral to the School Educational Welfare Officer (EWO), who visits the school regularly to review and support attendance matters.
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### **Authorised Absence**

Some absences are allowed by law and are known as 'authorised absences'. For example: if a child is ill, family bereavement, religious observance.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try and deal with it sympathetically.

### **Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absences are :

- Waiting for a delivery
- Going for a family day out
- Sleeping in after a late night
- Parents are unwell (please call us we may be able to get your child to school).
- Unapproved holiday
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Supporting such absences is against our school ethos.

Unauthorised absences have to be reported to the local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child had unauthorised absences.

Where medical evidence is requested this should be provided within 10 school days otherwise this will be an unauthorised absence. Medical evidence is likely to be requested if average attendance dips below 94% or if the school has another reason for concern.

### **Punctuality**

#### **Nursery**

- Nursery children begin day at 8.50am

#### **Infant children- Reception to Year 1.**

- Children will need to be in school and ready to line up in the school playground no later than 8.50am

#### **Junior children – Year 2 to Year 6.**

- We have a 'soft start' to the mornings. Which means children are permitted to come into the school building and into their own class between 8.45am and 8.55am. A teacher will be outside to welcome them and a member of staff will supervise the children in their classroom

It is important to be on time as the first few minutes of the school day are used for Guided Reading and to give out instructions or organise schoolwork for the rest of the day. If your child misses this, short but vital sessions, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and can often be embarrassing for your child. Arrivals after the close of registration will be marked as late and arrival after 9.15am will be marked as unauthorised. We will let you know

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if we have concerns about your child's punctuality. Parents are expected to notify the school office if they will be late for collection. Parents of children who remain uncollected at the end of the day will be contacted by school staff.

### **Lateness**

- All children arriving after registration **must be accompanied** to the office by the parent/guardian, where they will be asked to sign The Late Book, stating reason for being late. We consider any child arriving late and unaccompanied a safeguarding issue (unless they are a 'lone walker')
- If your child is a lone walker and they have not arrived by 9am we will contact you and may make a visit to the family home if we are unable to make contact
- Lateness at the beginning or end of the day is monitored regularly. Where children have persistent lateness problems the Family Liaison Officer may invite parents into school for a meeting to discuss anything that may be causing them to be late and ways that school can support them with this.
- On occasion, where the school deems it necessary, the FLO and or EWO may make an immediate visit to a residential address.
- The registers close at 9.15am, if your child arrives late after this time it will be marked as an **unauthorised absence for the morning**. The London Borough of Barnet has introduced a **Fixed Penalty Notice if you are late past 9.15am (Unauthorised absence) on 6 occasions within a 4 week period you will be subject to the fine.**

**10 minutes late a day equals almost a whole hour of lesson time missed each week for your child, which over the year adds up to nearly two weeks of schooling.**

### **Holidays and Term time Leave of Absence.**

The school support the view that every lesson counts and discourages parents from taking leave of absence in term time. We are always concerned about the amount of school time pupils' miss as a result of family holidays. There is no entitlement to time off in term time. The head teacher will only allow to grant leave of absence for any reason if they are satisfied **exceptional circumstances** exists. Parents who take their children out of school for a family holiday will have the absence marked as unauthorised and will be issued with a Fixed Penalty notice by **The London Borough of Barnet**.

#### **It is our policy:**

- That only in exceptional circumstances will a leave of absence be allowed and then only up to a maximum of two weeks. ( the cheaper cost of holidays in term time is not an acceptable reason for an application)
  - Parents wishing to apply for leave of absence for term-time need to fill in an application for well in advance and before booking. Please ask the office for a form: the Headteacher will consider your request and advise you of her decision, (possibly asking to meet with you to discuss) further time than allowed will be unauthorised.
  - Notifications of school holiday dates will be given to parents as early as possible.
  - If the school does not agree and you take your child on holiday, the absence will be unauthorised. The Education Welfare Officer will be informed and a Fixed Penalty Notice may be issued.
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- To regularly monitor and identify any children with low absence or regular 'days off' to the EWO. This may include asking parents to provide medical evidence for absences.

### **Monitoring and Evaluation.**

Throughout the year parents will be kept informed of school expectations and procedures.

- School will use a traffic light system to monitor and improve attendance. This monitoring system is reviewed every half term.

### **Monitoring system**

<b>Green</b> 97%	Child's attendance is above 97%. This means that your child's attendance good and there are no concerns. Parents informed by letter every term.
<b>Amber</b> 96% - 94%	Child's attendance is between 96%-94% - child's attendance will being monitored .
<b>Red</b> 94%	Child's attendance has dropped below 94%- school will request medical evidence.

**Every half term the Local Authority educational welfare officer (EWO) monitors attendance and will act if your child's attendance is a concern.**

### **Punctuality and attendance rewards.**

- Every week each classes attendance and punctuality % are communicated to parents through the newsletter.
- The class with the highest percentage for punctuality is awarded the 'punctuality parrot' for that week.
- The class with the highest percentage for attendance is awarded the 'attendance trophy' for that week.

### **School outings/visits/residential trips.**

Opportunities for children to attend these activities are provided. If they do not go, the children are **expected in school**, where alternative arrangements will be made for them.

### **Procedures**

- Registers of all classes are kept and monitored by staff daily
- Log kept of children who arrive late.
- Log kept of all children daily for whom no notification for absence has been made and of phone calls made.
- Log kept of phone calls received from parents and reasons given.

We value your support in helping us to maintain high standards.

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**Attendance codes, descriptions and meanings.**

/ - Present (AM) - Present

\ - Present (PM) - Present

B – Educated off site – Approved Education Activity.

C – Other Authorised Circumstances - Authorised Absence

E – Excluded (no alternative provision made ) – Authorised Absence

F – Extended Family Holiday (Agreed) – Authorised Absence.

G – Family Holiday (not agreed) – Unauthorised Absence.

H – Family Holiday (agreed) – Authorised Absence.

I – Illness (not medical or dental etc. – Authorised Absence.

L – Late – (before registers close) – Present

M – Medical appointment – Authorised Absence.

N – No reason yet provided for absence – Unauthorised Absence.

O – Unauthorised absence- (not covered by any other code) – Unauthorised absence.

P – Approved Sporting Activity – Approved Education Activity.

R – Religious Observance – Authorised Absence

T – Travellers Absence – Authorised Absence

U – Late ( after registers closed) – Unauthorised Absence

V – Educational trip or visit – Approved Education Activity.

Y – Enforced closure (school closed for example snow)

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**Example: APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE**

This form is to be completed by the parent or carer. It should be presented to the school office **20 days before** the period is due to start.

Due to government regulations schools are unable to authorise absences during term time, except in exceptional circumstances.

**Education Act 1996**

“Parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child in school where s/he is registered”

**Education Regulation 7**

“Parents **do not** have any right or entitlement to take a child out of school for the purposes of a term-time holiday.”

I request that \_\_\_\_\_ in Year(s) \_\_\_\_\_ be granted exceptional leave of absence

from \_\_\_\_\_ to \_\_\_\_\_ Number of school days \_\_\_\_\_

Detailed explanation for absence request:


Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Please note, if you take your child without authorisation the Local Authority has the power to issue Fixed-Penalty Notices of £60, per parent for each child, rising to £120 if not paid within 21 days (The Education (Penalty Notices) (England) Regulations 2007 and The Education (Penalty Notice) (England) (Amendments) Regulations 2012 and 2013). The conditions under which leave of absence during term time may be granted are contained in the Education (Pupil Registration) (England) Regulations 2006, regulation 7 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

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**APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE – REPLY SLIP**

We would like to remind you that children only actually have 190 days in school each year. This means they have 175 days when they are not usually required to be in school. It is vital that none of this time is lost for anything other than the most exceptional reasons as every lost minute of lesson time comes at a real cost to the educational chances of your child. It is for this reason that the Headteacher will not authorise term time holidays and parents who take their child out in term time may be subject to fines. We are all very fortunate in this country to have access to high quality, life changing education and we should never take it for granted. Your support on this is greatly appreciated.

Child's Name \_\_\_\_\_ Year(s) \_\_\_\_\_

Current Attendance Level this academic year: \_\_\_\_\_

Your child has taken \_\_\_\_\_ days unauthorised absence this academic year.

Your child has taken \_\_\_\_\_ days authorised absence this academic year.

[    ] The period of absence has been granted and is therefore authorised.

[    ] The period of absence has not been granted and is therefore unauthorised and can be reported to the Education Welfare Service. Please be aware that you may be issued with a Fixed Term Penalty Notice.

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


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