

Attendance



Date agreed: November 2022
Reviewed: September 2022
Next Review: September 2023

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Attendance	Date	September 2020
EIA CARRIED OUT BY:	B Scriven	EIA APPROVED BY:	B Scriven

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	X – Considered within the policy	
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	X	
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		X

Any adverse impacts are explored in a Full Impact Assessment.

Our vision statement ‘Explore, Enjoy, Excel together; be amazing’ captures the ambition that we have for our children to be the best that they can be. We believe that every child is created uniquely and so it is our role to make sure that their individual gifts are nurtured so that children can reach their aspirations, believe in themselves and work together to achieve great things.

Our vision finds its root in Psalm 139, verse 14: ‘I will praise you because I am fearfully and wonderfully made’.

Our vision motivates us to be a school community who through our vision and values create warm, supportive, positive relationships, allowing every person (staff, pupils, parents, governors and more) to ‘be amazing’ and ‘be the best that they can be.’

Rationale

Regular attendance at school enables each pupil to fulfil her/his potential at all levels. Research links attendance with achievement, indicating that even occasional absence can have a negative effect. We believe that the most important factor in promoting daily attendance is the development of positive attitudes towards school. In promoting good attendance, it is also hoped that this will lead to the development of habits of good attendance and punctuality for the future. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

Health and Attendance

Approximately 60% of all register marks relate to illness codes. In order to ensure health needs are addressed we will take full account of the health needs policy set out in the following link.

<http://www.southglos.gov.uk/documents/Medical-Needs-Policy-December-2016.pdf>

Threshold for parent contract

- Attendance is monitored and parents contacted 6 times a year.
- A broken week is one where there is at least one late or absence mark in the register within a week.

Table 1:

Stage 1	<ul style="list-style-type: none"> • Year to date attendance \leq95% • And/or 3 or more broken weeks within 1 term 	Text message alerting parent of concern
Stage 2	<ul style="list-style-type: none"> • Year to date attendance \leq93% • And/or No improvement in attendance from Stage 1 	Letter 1 More challenging letter, offering support but pointing out need for change.
Stage 3	<ul style="list-style-type: none"> • Repeated absence \leq90 • And/or No improvement in attendance following Stage 2 	Meeting a member of the leadership team to: <ul style="list-style-type: none"> • Discuss impact of missed learning • Investigate reasons for absence and solutions

		<ul style="list-style-type: none"> • Set attendance targets
Stage 4	<ul style="list-style-type: none"> • Previous year attendance ≤ 95 • And/or year to date attendance ≤ 90 • And/or no improvement in attendance following stage 3 	Meeting with Headteacher <ul style="list-style-type: none"> • Discuss impact of missed learning • Investigate reasons for absence and solutions • Set attendance targets • Individual Health Care Plan created and discussed.
Stage 5	<ul style="list-style-type: none"> • Previous year attendance ≤ 95 • And/or no improvement in attendance following Stage 4 	Visit from the Educational Welfare Officer

Attendance registration

We have a legal duty to register all pupils in the attendance register in the morning and afternoon. We will code according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence, we will mark these as unauthorised. (See health and attendance)

Punctuality

Our policy is that we will allow a pupil who is late, arriving by up to 15 minutes from the start of registration, to be marked as "Late" in the attendance register. We believe that a pupil arriving late will not receive the best outcomes. Arriving late can be unsettling for the pupil and may cause classroom disruption. Pupils who arrive persistently late may be asked to attend a meeting with a member of the school leadership team (Stage 3).

Pupils arriving after 15 minutes from the start of attendance registration will be marked as (U) in the register and is unauthorised. A pattern of unauthorised absence U code may lead to formal action for non-school attendance and a possible Penalty Notice fine.

Health and Attendance

Where illness is a clear reason for a pattern of absence, with supporting information, we will put in place an Individual Health Care Plan in line with the South Gloucestershire Council Medical Needs Policy. <http://www.southglos.gov.uk/documents/Medical-Needs-Policy-December-2016.pdf>. Supporting information may be in the form of: repeat reference to medical aspects by young person, parent carer, prescription information, medical appointment cards, information from other health professionals

Where there are occasional absences such as for sickness and diarrhoea there is no requirement for medical supporting information. For repeat absences, we will follow government guidance and agree to absences where there is appropriate medical supporting information.

Absences which are not agreed by the school (Unauthorised)

The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. Where patterns of absence or broken weeks have been identified, and where there are unauthorised absences, we will seek to engage with parent/carers and the young person. Where efforts to address attendance do not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

Penalty Notices

In cases where parents or carers take their child on holiday during term time, we will follow the Code of Conduct and request that a Penalty Notice is issued by the local authority where applicable. Where all or almost all unauthorised absence marks are U coded (late after registration), we will first seek to engage with parents/carers and the young person. If U code absences persist, we will request a Penalty Notice in line with the Code.

Engaging with parents and carers.

We believe regular attendance is so important in ensuring best outcomes for our pupils that we will review our attendance performance each term. We will regularly look at the pupils where there is a pattern of absence. Where a child has a pattern of Broken Weeks, we will contact parents and may arrange to meet and review progress (please see table 1)

SAEGUARDING

First Day of Absence Call

We will regularly request updates of parent-carer contact information. Adults who have day to day care of a pupil are legally responsible for ensuring regular attendance. We will contact parents/carers on the first day of unexplained absence. Where absences are of concern and all attempts to engage have failed, we will refer to the Access and Response Team for further investigation.

Removal from Roll

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the pupil has left the school without explanation and there are concerns about the pupil's welfare we will contact the local Access and Response Team immediately.

If there are concerns that a pupil may be at risk of Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or radicalisation we will contact the Access and Response Team immediately.

If the school is told that a pupil is leaving to attend another school, staff at the school of departure will establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Once the school has confirmation that the child has started at the new school they will update SIMs. Whenever a pupil leaves a school, a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has “disappeared” the matter will be drawn without delay to the attention of the Access and Response Team. Please see further information in Children Missing Education Policy <http://www.southglos.gov.uk/education-and-learning/schools-and-education/behaviour-and-attendance/children-missing-education/>

Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil’s needs; this decision is made by the Head Teacher in consultation with external agencies. A part time timetable is time limited, must not be treated as a long-term solution and can only be made with parental agreement. This will be reviewed every two weeks within the time-limited period. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Data and Targets

This chart analyses attendance across the school. Once a term a meeting is held to analyse attendance and take action where concerns arise. Attendance is reported to the Governors six times a year at the Pupils sub-committee meeting.

	22-23 Target	21-22	20-21	19-20 (up to 17th March when entering lockdown)	18-19	17-18	16-17
Attendance	97%	95.3%	97.15%	96.8%	97.3%	96.7%	96.7%
Authorised Absence	2%	3.9%	2.1%	2.5%	1.9%	2.4%	2.4%
Unauthorised Absence	0.5%	0.8%	0.76%	0.7%	0.8%	0.9%	0.9%
Late before register close	0.3%	1.2%	0.41%	0.7%	0.4%	0.4%	0.6%
Late after register close	0.1%	0.12%	0.16%	0.2%	0.1%	0.1%	0.1

Review

The attendance policy will be reviewed in September 2023