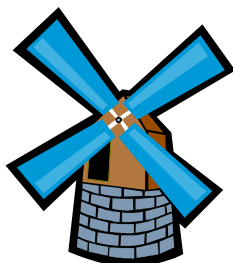


# Colton Primary School Attendance Policy



Colton Primary School aims to be a vibrant learning community where everyone feels safe and happy in a culture of tolerance and respect. Children and staff are supported and challenged to achieve their full potential with positive regard to gender, religion, age, economic background, disability and ethnicity. The needs of the whole child are at the centre of our inclusive environment. Attainment and progress are valued alongside personal and social development. Pupils at Colton are confident, independent learners who are not afraid to ask questions of themselves and others.

Colton Primary School fosters positive attitudes to learning, where children embrace their mistakes as the next steps along their educational journey. We aim to develop resilient, inquisitive learners; children who love learning, who are intrinsically motivated and who leave our school confident in their abilities and eager to continue their education.

## “Everyone Successful Everyday”

Date policy agreed by all Colton staff:

Date policy ratified by Colton Local Governing Body: November 2018

Date of policy review: November 2021

Headteacher: \_\_\_\_\_ Caroline Johnson

Chair of Governors: \_\_\_\_\_ Ben Cole

# Attendance Policy

## **This Policy is based upon a number of principles**

- ◆ Good attendance is valued and promoted
- ◆ Develop a positive school ethos
- ◆ Government statistics show a direct link between under achievement and poor attendance at school
- ◆ Attendance contributes to pupils feeling fully included in the school community and developing a positive attitude towards education and lifelong learning
- ◆ It is important for schools, parents/carers and pupils to work together to attain high levels of attendance and punctuality

## **This attendance policy contributes towards the RKLTA aims to meet the following positive outcomes**

- ◆ To provide safe caring and welcoming environments in which to learn
- ◆ To create happy, healthy schools where every child feels valued
- ◆ To provide an appropriate curriculum for pupils to enjoy and achieve
- ◆ To provide opportunities to develop economic well-being
- ◆ To encourage all pupils to make positive contributions.

## **It is important that all people accept and fulfill their responsibilities**

### **Pupils' Responsibilities**

- ◆ To attend school
- ◆ To arrive at school on time and follow school procedures for registration, particularly if arriving late for any reason
- ◆ To arrive at school with the correct equipment and uniform
- ◆ To discuss any issues with an adult that might deter them from attending school

### **Schools' Responsibilities**

- ◆ To monitor attendance and absences (authorised and unauthorised)
- ◆ To investigate any problems that may lead to non-attendance and support re-integration
- ◆ To keep parents/carers informed of attendance issues
- ◆ To work closely with the Attendance Improvement Officer following the referral procedure for pupils whose absence is giving cause for concern.

### **Parents'/Carers' Responsibility**

- ◆ To ensure that their children attend school and are punctual. Absences should only be for genuine illness or exceptional circumstances. Exceptional circumstances leave must be applied for from school using the relevant form
- ◆ To provide school with a current telephone/mobile and email address for contact
- ◆ To inform the schools on the first day of their child's absence and each subsequent day
- ◆ To ensure that their children arrive at school with correct equipment and uniform
- ◆ To be aware of their legal responsibilities.

## **All Schools**

Encourage regular attendance in the following ways:

- ◆ By involving pupils in school attendance policies and practices
- ◆ By responding promptly to a child's or parent's concerns about the school or other pupils
- ◆ By celebrating good attendance
- ◆ By appointing a member of staff to take the lead on attendance who also supports cluster developments
- ◆ By appointing an Attendance Governor

Respond to non-attendance in the following ways:

- ◆ By daily contact to all parents of pupils who fail to attend where no contact has been made to explain the absence
- ◆ By follow up contacts if there is no response from the parents. The school will continue to try and contact the parent. If no contact is made the school will follow the Trust procedures for monitoring absences.

### **Registration**

- ◆ All RKLTA schools take attendance registers twice per day in the morning and afternoon sessions.
- ◆ Pupils arriving after registration will receive a late mark.
- ◆ Pupils arriving more than 30 minutes after the end of registration will receive an unauthorised absence mark.

### **Authorised and Unauthorised absence**

- ◆ All Trust schools will monitor their own attendance issues initially and any decision regarding authorising or unauthorising absence will only be made by the head teacher of each individual school.
- ◆ All schools will escalate the Trust attendance interventions when they identify concerns which are persistent about individual pupil absences.
- ◆ All parents must apply for 'Exceptional Circumstances Leave' of absence if they intend to remove their child from school during term time for any reason\*

### **Collection and the use of attendance data**

The efficient and speedy collection of data within each school is essential to the development of effective strategies for action. Data collected will be used to monitor:

- ◆ Individual absences and lateness at school
- ◆ Patterns of absence and lateness and the identification of trends by class, year group and whole school. This will allow weekly, half termly, termly and whole year comparisons to be made and strategies for improving individuals and whole school attendance planned accordingly.
- ◆ Persistent Absence (PA) data is collected by all schools every term and sent to the local authority and the government. A pupil is deemed to be persistently absent if they have more than 14 absences in the autumn term or more than 38 absences by the end of the spring term. This equates to a pupil having approximately less than 90% overall attendance. Persistent absence includes all authorised and unauthorised absence.

#### Safeguarding/CME

- ◆ All schools, after they have exhausted their own school contacts, will refer any pupil who is absent for 10 days or more without reason to the Attendance Adviser (as per the local authority CME guidance).
- ◆ **CME referrals** will also be completed for all pupils who leave a school to move to another Local Authority if no application for another school has been made and the school has no contact from a future proposed school.
- ◆ Trust schools will not remove any pupil from roll unless they have consulted the Attendance Improvement Officer first.

#### Early Years

- ◆ All Children's Centers follow the TNCP Attendance Policy

#### Rewards

- ◆ Good attendance is reinforced through rewards such as the Attendance Shield.
- ◆ Each school has appropriate registration and monitoring procedures as applicable to them.

### All schools use the Government registration codes below

Code	Meaning/When to use
/	Present AM- morning session
\	Present PM- afternoon session
B	Educated off site (NOT Dual Registration)
C	<b>Leave of absence authorised by the school</b> Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.
D	Dual Registration – also on roll at another educational setting e.g. PRU
E	Excluded
F	<b>No longer in use</b>
G	<b>Holiday not authorised by the school or in excess of the period determined by the head teacher.</b> If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
H	<b>Holiday authorised by the school</b> Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (NOT medical or dental appointments)
J	Interview
L	Late before register closes.
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers close)
V	Educational visit or Trip
W	Work experience
#	School closed to pupils and staff, also used for training days
Y	Forced and Partial school closure
X	Untimetabled sessions for non-compulsory school age pupils
Z	Not on school roll
-	Should attend – no mark recorded

The RKLTL aspires to achieving a **minimum** attendance for all children of 96% in line with national targets. This policy is reviewed annually – October 2020

*\*Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended) By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice. Penalty notices can be issued per parent and per child.*

*Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996*  
Colton Primary School has adopted this Attendance Policy and in addition – see below.

**Colton Primary School authorised and unauthorised attendance:**

**Our aim is to achieve 97.5% attendance for 2019/20**

**Authorised** absence will be given for a child to be absent from school if the explanation offered is of exceptional circumstance. We will consider each applicant individually taking into account specific circumstances and relevant background context behind the request.

**Absences will not be authorised**, unless there are exceptional circumstances. If a parent takes more than 4 days of unauthorised absence within a school year, the application could be sent to a School Attendance Panel/legal proceedings and a fine could incur.

**Religious Observance**

We will treat absence as authorised when it is due to religious observance, this will not include travel.