



Roselands & Stafford
Federation

Attendance and Punctuality Policy

Document control: Interim Executive Board

| Ratification by The Interim Executive Board : 21/4/20 | | | |
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| Signed by | Name | Signature | Date |
| Interim Executive Headteacher | Kyra Siddall-Ward | <i>Kyra Siddall-Ward</i> | 21/4/20 |
| Chair of IEB | Penny Gaunt | <i>Penny Gaunt</i> | 21/4/20 |

As Roselands and Stafford Federation has an Interim Executive Board (IEB) in place, any reference to the governing board, chair of the governing board, clerk to the governing board and members of the governing board refers to the Interim Executive Board, chair of the Interim Executive Board, clerk to the Interim Executive Board and members of the Interim Executive Board.

1. Roselands and Stafford Federation Aims:

- 1.1 To enable all pupils to achieve their full potential, whatever their family circumstances, race, gender, or ability. All pupils are of equal value and therefore equally deserving of our time, energy, patience, support and respect.
- 1.2 To provide a high quality, broad, balanced and relevant education and will aim to fulfil pupil's individual potential.
- 1.3 To provide a disciplined, caring environment and will aim to develop awareness of each pupil's' own moral and spiritual capacity and sensitivity for the values and beliefs of others.
- 1.4 To encourage success at all levels, in all activities and will aim to maximise individual physical potential and to develop a creative and aesthetic awareness.
- 1.5 To encourage personal responsibility and will aim to develop self-esteem, mutual respect and understanding of equal opportunities.

2. Aims of the Policy

- 2.1 To achieve maximum possible attendance at the school. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them.
- 2.2 To ensure that all pupils make good progress as a result of good attendance at school.
- 2.3 To provide a framework for the senior leadership team, attendance team and class teachers involved in the pastoral care to maximise opportunities for pupils to fulfil their full potential.

3. Philosophy

- 3.1 High attendance will be achieved for the majority of pupils if the school provides a stimulating, broad and relevant curriculum pitched at the correct level for each pupil.
- 3.2 There are always likely to be some pupils who find attendance more difficult and they will require extra support, guidance and incentive to attend regularly.
- 3.3 Effective lines of communication and clearly defined lines of responsibility form the basis of good attendance.
- 3.4 The key partners who have responsibilities in this matter are parents, the school, the Education Welfare Officer and the Local Authority.

4. Roles and Responsibilities

4.1 The Role of Parents:

- Parents are primarily responsible for ensuring that children attend school regularly and that having arrived they remain in the school.
- Parents should ensure that their children arrive on time, properly attired and prepared for learning.
- Parents should be encouraged to contact the school, to discuss any problems surrounding attendance with the tutor or class teacher.
- Parents should notify the school on the first day of absence, and any subsequent days by telephone or email.
- The concerns of long-term absence through illness of 5 school days and above, should be discussed with the Education Welfare Officer and medical evidence provided, indicating the date for a possible return to the school.

4.2 The Role of the School:

- It is the responsibility of the school to encourage and monitor attendance and to deal with the problems which may lead to non-attendance.
- There is a requirement placed on the school (not the parent or the LA) to classify all absences as authorised or unauthorised.
- The school is legally required to produce attendance statistics for publication.
- The school will seek to reinforce the importance placed on regular attendance by communication with parents by various means e.g. the school prospectus, the Governors Annual Report, newsletters to parents, school reports and Parents' meetings.
- The school is required to report to the local authority continuous unauthorised pupil absence of more than 20 school days.

4.3 The Role of the Class Teacher:

- The first line of school response to irregular attendance should come from the class teacher who will liaise with the pupil and parents. If the class teacher is unable to resolve the matter and attendance deteriorates or if established lines of communication between home and school break down, the case may be referred to the Head Teacher.
- The morning register must be recorded electronically using the SIMS system at the beginning of the school day (Roselands 8.45am and Stafford 8.40am) and again during the pm session from 1.00pm. Registers will close 30 minutes after opening for the am session and 5 minutes after opening for the pm session.
- If no messages is received and parents/carers do not respond to messages, the absence will be recorded as unauthorised.

- Teacher's concerns about pupil absence, lateness or reporting illness should be shared with the Pupil Support Team in the school office.

4.4 The Role of the Head of School

- To liaise regularly with class teachers to monitor developments in cases of concern around attendance and punctuality.
- To meet the Pupil Support Team on a weekly basis to formally discuss problems regarding attendance.
- To speak with the parents of pupils whose attendance/punctuality has continued to decline despite intervention from the class teacher.
- To meet parents in conjunction with the Pupil Support Team of pupils whose attendance is 91% or below.
- Support class teachers of pupils who are consistently late to the school by ensuring contact is made with home.
- To promote attendance and punctuality within assemblies.

4.5 The Role of the Pupil Support Team

- The Pupil Support Team will act strategically to support the school in improving overall attendance by undertaking a regular review of the Attendance Policy and procedures and by the dissemination of good practice.
- The Pupil Support Team will lead on rewards systems linked to attendance and punctuality and evaluate the impact of them and update attendance displays around the school.
- The Pupil Support Team will inform parents when their child's absence falls below the school target of 97% via letter.
- The Pupil Support Team will contact the parent of any pupil with attendance of 91% or under in liaison with the Head of School.
- The Pupil Support Team will work in a consultative role with class teachers and senior leaders to resolve any difficulties which may impede pupil access to education, either by regular attendance or otherwise and suggest solution based strategies for dealing with problems, such as attendance panels.
- The Pupil Support Team will undertake planned remedial casework within defined timescales and maintain accurate and up to date records, ensuring regular communication with the class teachers and the Heads of School.
- The Pupil Support Team will work in partnership with parents, school and pupils to provide solution focused support aimed at improving attendance.
- The Pupil Support Team will support the legal process.

5. The Role of the Governing Body:

- The Education Act 1986 requires the governing body to produce an annual report for parents which includes the school's attendance figures.
- The governing body can play a part in establishing the importance of attendance and in providing support and encouragement for teachers and pupils.
- The governors will monitor the number of pupils who are unaccounted for each day
- The governing body will monitor, challenge and support attendance in relation to the School Improvement Plan. As part of this they will monitor the number of pupils who are unaccounted for each day.

6. Supporting Good Attendance and Punctuality

- 6.1 The Roselands and Stafford Federation's attendance target is 97%. Attendance will be monitored when it falls below 96.9% and parents will be contacted to discuss any difficulties in ensuring regular school attendance. The Department for Education has deemed 90% and under as persistent absence and the Roselands and Stafford Federation will be working in partnership with the Education Support, Behaviour and Attendance Service to offer early intervention support for groups of children and parents, attendance improvement initiatives and casework.
- 6.2 Roselands and Stafford Federation recognises and celebrates good attendance and punctuality at an individual, whole class and whole school basis through assemblies, reward points and certificates.
- 6.3 The Attendance Triangle will be displayed in every classroom (see Appendix 1).

7. Procedures for Notification of an Absence

- 7.1 What to do on **each** day of absence:-
- Parent to contact the School by 9.15 a.m. with the child's name, class and reason for absence.
 - On return to school following the absence, parents should send a letter or email to the school office detailing the reason and length of absence. This should be dated and signed.

8. Roselands Infant School - Procedures for Punctuality

- 8.1 The school gates open at 8.20 a.m. Parents remain with children. Classroom doors open at 8.35 a.m. and close at 8.45 a.m. School gates are then locked at 8.45 a.m.
- 8.2 From 8.45 a.m. onwards, children arriving late at school should be taken to the school office via the Woodgate Road entrance to be signed in to the late book.
- 8.3 Children who arrive between 8.45 a.m. and 9.15 a.m. will receive a late mark and those who arrive after 9.15 a.m. will receive an unauthorised late mark which counts as being absent for a session.

9. Stafford Junior School - Procedures for Punctuality

- 9.1 The school gates open at 8.20am, there will be staff on each gate from 8.25am and children are to come into the school via the playground. The main gate is then locked from 8.40am. Children from this point need to be signed in at the school office.
- 9.2 Please note that children remain the responsibility of the parents until they are inside the school building.
- 9.3 Children who arrive between 8.40am and 9.10 am are marked with a late mark and those who arrive after 9.10am will received an unauthorised late mark which counts as being absent for a session.

10 Absence Request during Term Time

- 10.1 From 1st September 2013, government legislation no longer enables head teachers to authorise requests to withdraw a child from learning unless there are considered to be exceptional circumstances. It is for the Head Teacher to determine the number of days a pupil can be away from school if the leave is granted. If the reason for withdrawing a pupil from learning is not considered to be an exceptional circumstance and the pupil is nevertheless taken out of school, the absence will be recorded as unauthorised in line with guidance from the DfE and the County Council.
- 10.2 In the case of an unauthorised withdrawal from learning, the Education Support, Behaviour and Attendance Service will be notified and a Penalty Notice will be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.
- 10.3 All requests to withdraw a pupil from learning must be completed on a Withdrawal from Learning form, letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence, where possible. In the event of a parent/carer not completing a Withdrawal from Learning form, a Penalty Notice will be issued.
- 10.4 Any absences immediately prior to or following a withdrawal from learning will not be authorised unless evidence is provided to support the reason for the absence.
- 10.5 If your child is absent from school for 5 days or more due to illness you may be asked to provide medical evidence to support the absence in order to authorise it.

11. Persistent Lateness and Unauthorised Absence

- 11.1 Pupils arriving after the register has closed will be marked absent with a code U. This is classified as a missing session and is an unauthorised absence
- 11.2 If unauthorised lateness becomes a cause for concern then a late warning letter will be sent to parents/carers and attendance monitored over a period of 10 school weeks. If 10 sessions of unauthorised lateness and/or any other unauthorised

absences are then accrued during the 10 school week period a Penalty Notice will be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days.

12. Review and Evaluation

12.1 Weekly, half-termly and annual attendance figures will be reviewed by the school for individual year groups by the Pupil Support Managers, Heads of School, Executive Headteacher and the Governing Body.

13. Children Missing in Education

13.1 All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of the school's unauthorised absence and children missing from education procedures.

14. Statement of purpose

14.1 This statement is designed to ensure that there is clarity around the roles and responsibilities of the school in relation to our statutory duty regarding Children Missing Education (CME). It is essential that we provide clear information to enable early intervention to help children, young people and their families to achieve positive outcomes. We need to ensure that;

- pupils who leave Roselands or Stafford Federation are dealt with in accordance with legislative requirements and the agreed local authority protocol.
- children are not able to 'go missing' from education.

15. Organisation

15.1 Roselands and Stafford Federation recognise that safeguarding children is a priority and that taking any pupil off of the school roll must always take this into account.

16. Framework

16.1 The term 'Children Missing Education' refers to all children of compulsory school age who are not on a school roll or receiving a suitable education otherwise than being in school (for example, at home, privately or in alternative provision.) A suitable definition is defined as being in 'efficient full time education suitable to her/his needs, ability & aptitude and to any special educational needs he/she may have.'

16.2 This duty does not apply to children who are registered at school but have low attendance.

16.3 Key documents used to inform this policy are;

- East Sussex Children Missing Education guidance 2015
- Keeping Children Safe in Education
- The Children's Act 2004 which underpins the need to work collaboratively with other agencies to ensure children are safely on a school roll.

17. Reasons why children go missing from education:

- Children at risk of harm or neglect
- Children of families who are highly mobile i.e. armed forces families, Gypsy, Roma and traveller families.
- Missing children or runaways
- Children and young people under the youth justice system
- Children in transition through from key stage 2 to 3 or 3 to 4
- Children of migrant families

18. Truancy

18.1 Children who truant are more likely to leave school with no qualifications. DfE data shows that children with no absence are more likely to achieve significantly higher grades in their GCSE examinations.

18.2 In East Sussex the CME team is an integral part of the Education Support, Behaviour and Attendance Service who have responsibility to coordinate responses to referrals and review and develop procedures:

Children Missing Education
St Mark's House
14 Upperton Road
Eastbourne
BN27 2JQ
01323 464 373
cme@eastsussex.gov.uk

18.3 The CME team also hold monthly meetings to discuss children who go missing (MISPER) or those at risk of sexual exploitation (MACSE).

19. Long term impact

19.1 At the Roselands and Stafford Federation, we are aware that the impact of poor attendance can have long term implications into adulthood. When a child is absent from education it is possible that they are at risk of being influenced by other worrying associations that place them at risk of abuse, crime, neglect, sexual exploitation, forced marriage, trafficking or abduction.

19.2 The role of the school is to identify children who have failed to attend at the start of Reception and year 7. If this is the case the school will attempt to make contact with

the parents to establish why they have not attended and the absence will be recorded appropriately on the school attendance register. If there is no contact from the family the school will check with ESCC admissions to ascertain whether or not they have been registered at another school. If the school or Local Authority are unable to establish the whereabouts of the child we will notify the ESCC CME team.

- 19.3 If a pupil has a prolonged unexplained period of absence or fails to return from a holiday or exclusion the school will follow the normal procedure for absence. If the school is unable to establish the whereabouts of the child and/or the reason for the absence, it will be recorded as unauthorised on the school attendance register and the pupil will be referred to the ESCC CME team. If the criteria is met and guidance has been followed the school may then remove the child from their roll.

20. Home education

- 20.1 If a parent wishes to home educate their child they need to inform the school in writing of their intention to home educate. The school will then notify the home education team and remove the child from their school roll.

21. Fixed term exclusion

- 21.1 If a pupil is excluded for a fixed term the school must provide work. If the exclusion is for more than 5 days the school has a duty to arrange full time education provision for the pupil.

22. When a pupil is removed from the school admissions register we will follow the Child Missing in Education referral process;

- 22.1 Indicate the date and reason for the removal from the school roll and, if available, indicate the new school name and reason for transfer:

- Complete an electronic transfer (CTF) of the school file within 15 days.
- Complete a CME checklist (if required) and notify the local authority accordingly.

- 22.2 All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulation 1 (Annex A). This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

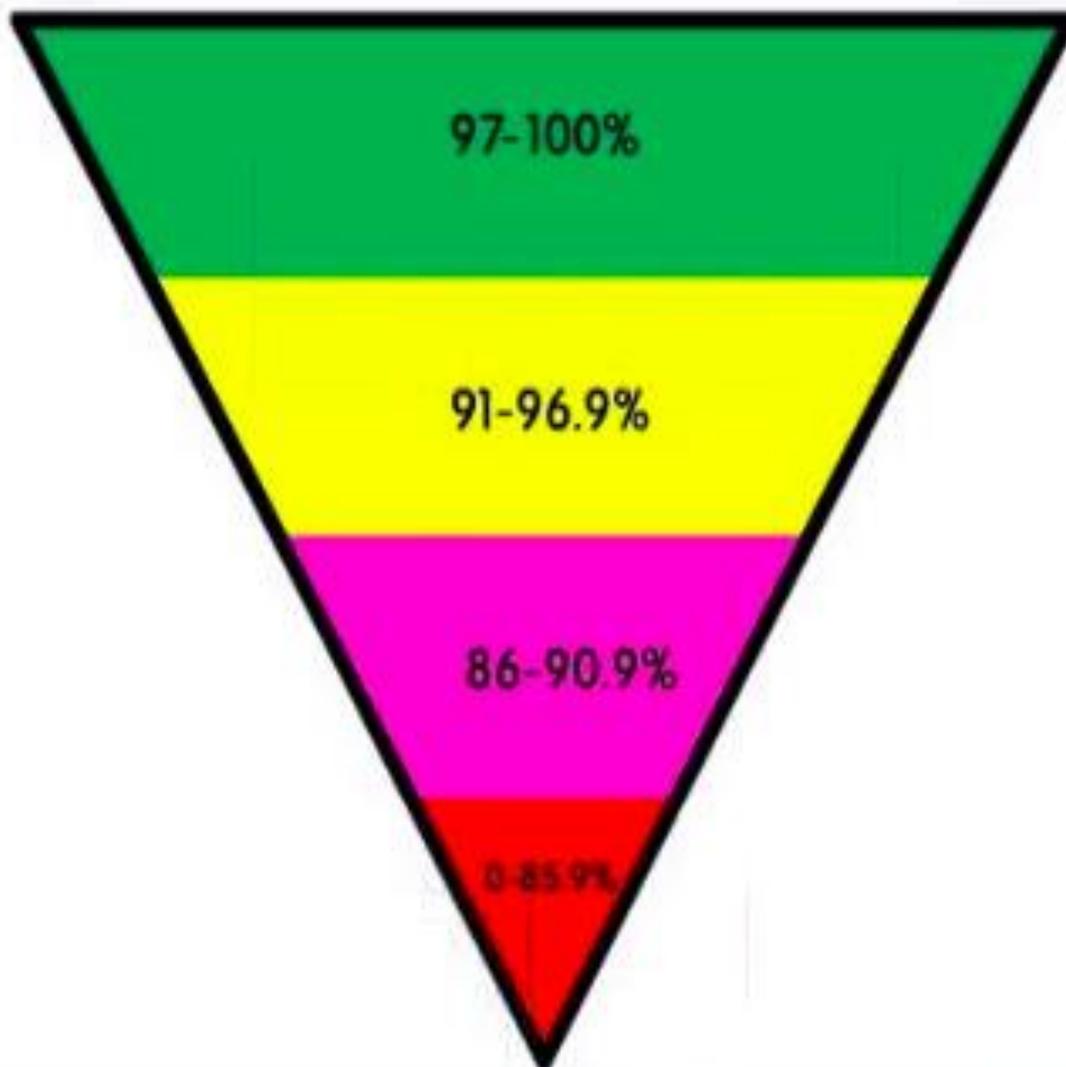
- 22.3 When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in

regulation 8 under which the pupil's name is to be removed from the admission register.

- 22.4 Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A).
- 22.5 All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- 22.6 When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

The Attendance Triangle

Where does your attendance fit?



| | | |
|-----------|----------------------|------------------------------------|
| 100%-97% | 0-6days missed | No Concern |
| 91%-96.9% | 7days -18days missed | Risk of underachievement |
| 86%-90.9% | 19-28 days missed | Severe risk of underachievement |
| 80-85.9% | 29+days missed | Extreme concern - underachievement |