

# THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



## ATTENDANCE & REGISTRATION POLICY

Date Agreed: March 2018

Review Date: March 2019 (pending any Local Authority changes)

Signed: \_\_\_\_\_

Chairman Board of Governors

The Federation of Nettlestone & Newchurch Primary Schools

## Registration and Attendance Policy

Revision No.	Date Issued	Prepared By	Approved	Comments
1	March 2018	KJH/J P		Amendments to previous policy – awaiting revised policy from Local Authority

*All the governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.*

Across the Federation of Nettlestone & Newchurch Primary Schools, we aim to:

- Ensure that regular attendance and punctuality are given a high priority by all staff within the schools;
- Ensure that good attendance is rewarded and celebrated within each school community;
- Establish effective procedures within each school to follow up unauthorised absences at the earliest opportunity;
- Convey a clear message to parents and pupils within each school that regular attendance is vital and that unauthorised absences will be followed up;
- Comply with Government regulations on attendance;
- Keep records of all absences;
- Distinguish in those records between authorised and unauthorised absences;
- Establish clear communications with external agencies;
- Publish the school's record of absences in the School Prospectus;
- State each child's attendance record in the pupil's mentoring and annual report.

### **Guidelines for Implementation**

#### **Current Responsibilities and Requirements**

Parents, schools and LAs share legal responsibility for school attendance. Parents of children of compulsory school age must ensure that they receive an efficient and suitable full-time education, either at school or otherwise. All schools must keep an attendance register on which, at the beginning of each morning and afternoon session, a pupil must be marked present or absent. If absent, the mark must show whether the absence was authorised or unauthorised. The publication of data on attendance forms part of the process of accountability to parents and

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the wider community. Rates of unauthorised absence must be reported to parents through the annual report and the school prospectus.

LAs must ensure that parents are fulfilling their statutory obligations regarding their children's education.

### **Parents**

Parents may need to be reminded from time to time of the school's expectations regarding attendance. Parents have an obligation to inform the school before 09.00 am if their child is unable to attend and to give an explanation. If a child does not supply a reason a representative from the appropriate school will telephone between 09.15 and 10.15 am. Parents will be made aware of actions which the school will take to follow up absences. The first steps are a letter, followed up by a meeting. The child is then referred to Education Welfare. Parents will be asked to supply the school with an emergency contact number which the school will use to enquire about a pupil's absence.

### **Teachers**

Teachers across the federation have a major role to play in developing good attendance. Effectiveness in other areas can improve absenteeism, e.g. if teachers deal firmly with incidents of bullying.

A school's efficiency and performance in other areas can be adversely affected by persistent lateness and absenteeism. Therefore, all teachers should be aware of the importance attached to attendance and should deal appropriately with it.

### **Governors**

The Governing Body will be kept informed on issues related to attendance. They will have a role to play in analysing attendance data and disseminating the information to staff, pupils and parents.

### **Pupils**

Pupils will be encouraged to recognise the importance of good attendance and punctuality.

### **Attendance Registers**

The register is a legal document and may be used in a court of law. Online SIMs registration documents are used across the federation. These documents must be available for inspection during school hours. They can be accessed in each school office and an allocated person is responsible for collecting the printed registers during an evacuation. Currently this person at Nettlestone Primary is Mrs C Lucy and at Newchurch Primary is Mrs D Hoar.

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Data from any paper documentation is transferred to SIMS in accordance with The Pupil Registration Regulations 2006. All registers, manual and computerised, should be kept by the school for 3 years.

The name of the pupil (in alphabetical order) and admission number should be entered into the register whether manual or computerised.

The weekly heading columns should be completed with the dates.

No pupils should be marked as present unless the teacher is certain that they are in school.

Across the Federation:

Pupils are able to be dropped off to school from 8.35am

The register is taken at 8.55am.

The register is deemed closed at 09.00am

A pupil who arrives between 8.55am and 09.00am is marked as late.

A pupil who arrives after 09.00am is marked as later after registers closed.

From 9.15am the school will operate a first-day response call to any pupil identified as absent without reason.

Each manual register should have a copy of the recording code attached to the inside front cover.

The following codes, should be used when completing the Pupil Register:

- / Present during am session
- \ Present during pm session
- B Educated off site
- C Other authorised circumstances
- D Dual Registration
- E Excluded
- H Extended holiday (agreed)
- I Illness
- J Interview
- L Late (before register closed)
- M Medical or dental treatment
- O Unauthorised absence
- P Approved sporting activity
- R Religious observance
- T Traveller absence
- U Late (after registers close)
- V Educational trip or visit

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- # School closed to pupils and staff
- Y Enforced closure
- Z Pupil not on roll

Authorised absences should fall into one of the following categories. Absence caused by:

- Sickness or unavoidable cause
- Religious observance on a day set apart by the religious body to which the parents belong.
- There being no suitable transport (and the school is not within walking distance).
- The child's participation in an approved public performance.
- Annual holiday, although only in exceptional circumstances may the amount of leave granted total more than 10 school days in any school year. Parents should apply for leave of absence before booking their holidays, using the appropriate form available from the school (Appendix 1).
- Attendance at medical or dental appointments, speech therapy, etc (although parents should be encouraged to make these appointments out of school hours if possible).

Other situations in which schools may reasonably exercise discretion to grant leave:

- e.g. absence following the death of a close member of the family.

### Unauthorised absence:

#### Term- time Holiday

In accordance with the directive from the Department for Education as of September 1<sup>st</sup> 2013 Headteachers **may no** longer grant any leave of absence during term time **unless** there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if leave is granted.

#### Penalty Notices

The Governing Body of the Federation of Nettlestone & Newchurch Primary Schools have authorised the use of truancy penalty notices for holidays taken during term time. Currently the penalty as fixed by the Department for Education is £60 per parent per child. Amendments to the 2007 regulations have reduced the timescales for paying a penalty. Parents will have the opportunity to pay the reduced payment of £60 within 21 days or £120 within 28 days.

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### **The School**

Every unauthorised absence should be followed up by the school using the letters included as Attendance Letter 1 & 2.

Repeated absences (ie attendance falls below 90%) should be brought to the attention of the Head of School / Executive Headteacher. A further letter should be sent to the parent. These are included as Attendance Letters 3 & 4. The Education Welfare Officers should be informed.

Repeated lateness should be brought to the attention of the Head of School / Executive Headteacher - Late Letter 1. If there are more than six occurrences in a term a letter should be sent to the parent - Late Letter 2.

Registers should always be available for inspection by the Education Welfare Officer. The Head of School will arrange regular meetings with the Education Welfare Officer to discuss all concerns related to attendance matters. Issues raised will be dealt with in accordance with the service level agreement between the Education Welfare Service and the Governing Body. The Education Welfare Officer will also be notified by the school office:

- Of any unauthorised absences of more than 20% of total attendance;
- Of any pupil who has had 3 or more absences due to sickness (of any duration) within a rolling 8 week period
- Of any pupil with 15 days of illness in a row or accumulatively over any period of time within an academic year
- Of any reasons where, having checked with the parents, the school has doubts about the reasons given for a pupil's absence.

In the case of repeated unauthorised absence which impacts significantly upon a child's learning the school may refer to the Education Welfare Service for a truancy penalty notice to be issued.

### **The Education Welfare Service**

The work of the Education Welfare Service aims to support schools in developing and setting up effective systems and structures to deal with non-attendance at an early stage. They will support and advise schools regarding in-school systems as required and challenge practice that is in contradiction to legislation & guidance and work closely with them to change and reflect good practice.

The EWS has responsibility for the enforcement of school attendance and tracking 'Children Missing in Education'. Other areas of responsibility include child employment and child licensing.

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The EWS :

- Will support and advise each school in the process of developing and reviewing their attendance policy.
- Will advise each school with regard to effective strategies for promoting attendance and addressing levels of absence.
- Will inspect school registers once each school term and offer advice and support in regard to forward management of individual pupils.
- Will attend school attendance meetings (SAM) when requested to do so (given sufficient notice).
- Will accept and allocate appropriate referrals from schools to an EWO, should the referral fall within the eligibility criteria and be a valid and appropriate referral. The referrer will be contacted if the EWS are unable to accept the referral.
- Will facilitate 'Parenting Contract Agreements'.
- Will undertake legal action against parents/carers who are seen to be failing in their legal responsibilities.
- Will administer the Penalty Notice system and undertake prosecutions for unpaid fines.
- Will liaise between schools and other agencies as appropriate.
- Will engage in multi-agency working to support pupils at schools across the Island.
- Will develop and implement truancy sweeps across the Island, working alongside police, raising awareness of good attendance throughout the community.

The EWS will become involved in individual casework once a formal referral form has been completed and accepted as appropriate

### **Annual Report**

The child's annual report should include:

- The total number of sessions (half days) for the year;
- The total number of absences for each child for the year;
- The total number of unauthorised absences.

Each school will also issue mentoring sheets which identify percentage attendance and comments upon punctuality.

### **School Prospectus**

This includes the percentage of authorised and unauthorised absences for the previous academic year. This information is given in the form specified by the DfE.

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### Removal from the Admission Register

The following are prescribed as grounds for the name of a pupil of compulsory school age being deleted from the admission register.

- i. Where the pupil is registered at the school in accordance with a school attendance order, that another school is substituted by the LA for that named in the order or the order is revoked by the LA on the grounds that an efficient full time suitable education is being provided in accordance with the pupil's age ability and aptitude.
- ii. The pupil has been registered at another school.
- iii. The Executive Headteacher has received written notification from the parent that the pupil is receiving education otherwise than at school eg Electively Home Educated
- iv. The pupil has ceased to attend school because s/he is residing at a place which is an unreasonable distance from the school at which s/he is registered.
- v. The pupil has failed to attend school within ten school days immediately following a granted leave of absence exceeding ten days, and that this is not as a result of sickness or unavoidable cause. The school and Local Authority must make reasonable enquiries to locate such a pupil before removing from the register.
- vi. The pupil is certified as unlikely to be in a fit state of health before ceasing to be of compulsory school age.
- vii. The pupil has been unauthorised absent continuously for a period of not less than 4 weeks and enquiries by the Executive Headteacher and LA have failed to locate the pupil.
- viii. The pupil has been absent continuously for a period of not less than four weeks and is detained in pursuance of a final order made by a court or of an order of recall made by the secretary of state.
- ix. The pupil has died.
- x. The pupil has ceased to be of compulsory school age.
- xi. The pupil has been permanently excluded from school. This should take effect after the last hearing date of any committee or appeal panel hearing if the decision to permanently exclude the pupil is upheld.
- xii. Where a pupil is registered at a special school the LA must give consent for the removal of the pupil from the Admission Register except as in (i), (ix) and (xi) above. If the LA refuse to give consent the pupil cannot be removed from the admission register without a direction from the Secretary of State.



## Registration and Attendance Policy

### **Monitoring this Policy**

This policy will be monitored and reviewed on an annual basis.

## Registration and Attendance Policy

Attendance Letter 1

Dear

RE: Unexplained Absence

As can be seen from your child's registration certificate enclosed there is/ are an unauthorised absence/s listed on the date/s

- (insert dates)

These/ This absence/s are clearly identified by a 'O' code.

In order that our detailed attendance records can be maintained please could you provide information to illustrate why your child was not present in school on the above date/s as soon as possible.

If you feel that the school can provide you with any support on this matter please do not hesitate to contact the school office.

Yours sincerely

Miss K Howarth  
Executive Headteacher

## Registration and Attendance Policy

### Attendance Letter 2

Dear

Re:

With reference to my previous letter regarding absences for we do not appear to have received a response. Your child has now had total of unexplained sessions/days of absence which will affect his/her learning. Please find enclosed your child's attendance report.

As your child's attendance is at an unsatisfactory level we would like to invite you into a meeting in school on at in order that this matter can be resolved. If you do not attend this meeting and your child's attendance does not improve we will have no alternative but to make a referral to the Education Welfare Service.

If you feel that school can offer you any support, please make an appointment through the school office.

Yours sincerely

Miss K Howarth  
Executive Headteacher

## Registration and Attendance Policy

### Attendance letter 3

Dear

Please find enclosed your child's latest Attendance Report. You will see that ..... attendance is only .....percentage attendance, which means that he/she has had ..... days of absence since September.

I understand that these absences have been due to holiday/illness but as ..... attendance is less than/close to 80%, it could be/will be monitored by the Education Welfare Service and may be followed up by them.

Regular attendance is important to help your child achieve and reach their potential. Please try to ensure your child attends school regularly in the future. If you feel that school can offer any support, please make an appointment through the school office.

Yours sincerely

Miss K Howarth  
Executive Headteacher

## Registration and Attendance Policy

### Attendance letter 4

Dear

Re:

As there has been little or no improvement regarding attendance and there has been no medical evidence to support these absences I have no option but to refer your child's absence to the Education Welfare Service.

Yours sincerely

Miss K Howarth  
Executive Headteacher

## Registration and Attendance Policy

Late letter 1

Dear

Re:

It has been noticed that .....has been late into school ..... times last week, which is causing some concern.

Unfortunately, pupils who arrive late after class has started can cause some disruption and a late mark is recorded against them.

May I remind you that pupils are permitted into the school from 8.35 am and it would therefore be appreciated if you could ensure that ..... arrives at school before start of school at 8.55 am.

Yours sincerely

Miss K Howarth  
Executive Headteacher

## Registration and Attendance Policy

Late letter 2

Date

Dear

Re:

Further to my previous letter, advising you that ..... has been late into school, unfortunately there has been no improvement in his/her punctuality. he/she has arrived late into school a further total lates since last week and this is causing concern as his/her class will have already started. This does cause disruption to the teacher and other pupils and late marks will be recorded on his/her school record.

If there are any concerns you wish to discuss with me, please contact the School to arrange an appointment but in the meantime I look forward to seeing an improvement in ..... punctuality.

Yours sincerely

Miss K Howarth  
Executive Headteacher

# Registration and Attendance Policy



## THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS

Dear Parents

### **Absence from school during term-time**

Any absence from school has many serious consequences for your child's education and will not be encouraged by the school.

- a. Your children could miss the beginning of a new topic or the teaching of a new skill, important coursework or even an examination on return he/she will be behind the rest of the class.
- b. It is very difficult and sometimes impossible to catch up on this learning.
- c. It puts additional demands on the teacher to help the children catch up, which means the rest of the class miss out on teacher attention.
- d. Your children may well struggle for the rest of the term on their topic, or for the rest of the year. The GCSE grades could be affected, or not even awarded as a consequence of this absence.

**IF YOU DO HAVE TO REQUEST PERMISSION TO REMOVE A CHILD FROM SCHOOL GIVE THE SCHOOL AT LEAST ONE MONTH'S NOTICE.**

**ARE YOU AWARE THAT A FORTNIGHT'S HOLIDAY EVERY YEAR EQUALS MORE THAN HALF A YEAR OFF DURING YOUR CHILD'S SCHOOL LIFE**

It has been proven that children with less than 95% attendance including illness (i.e. 10 days) are unlikely to achieve their potential at school.

**Authorised absence - will only be given in exceptional circumstances**

**Unauthorised absence - if you as parents decide to take the holiday the school has the power to seek a fixed penalty notice against each parent.**

Please be advised that the Governing Body of Newchurch Primary School have authorised the use of truancy penalty notices for holidays taken during the school term.

Please be aware that the current sanction as prescribed by the Government is £60 per child per parent. In event of non payment this will increase to £120. Should you wish to take your child on holiday during school time please be aware that you may be liable for this fine.

Please remember the more often your child misses school  
the less your child will learn.



## Registration and Attendance Policy

### APPLICATION FOR LEAVE OF ABSENCE

As parents, you have the legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority. This may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school (see note below):

Name of Child:	Class:	
I am applying for leave of absence for my child from / to:	From: .....	To: .....
Number of school days that will be missed and for what purpose:		
Full names of Parent and/or Carers:		
Home address of Parent and/or Carers:		
<b>This leave cannot be taken during the school holidays because:</b>		
I have requested leave of absence previously this academic year:	YES / NO	
I have requested leave of absence last academic year:	YES / NO	
I also have children at (please name school/s):		
Parent/Carer signature:		
Date of request:		
<b>OFFICE USE</b>		
Having considered your request carefully, my decision is	Authorised / Unauthorised	
Signed:		
Date:		

#### TRUANCY PENALTY NOTICES

**Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/carer, for each child for the period of absence from school. This will be issued as an alternative disposal to prosecution for failing to secure regular attendance at school.**

**The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days, rising to £120 per pupil, per parent/carer if paid within 28 days.**

**Failure to pay the Penalty Notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444 Education Act for the non-attendance where the maximum fine is £2,500 and up to 3 months imprisonment.**

**Please note there is no provision for payment of the penalty notice in instalments.**

## Registration and Attendance Policy