



Repton Manor Primary School

Attendance Policy

Policy Lead	Hannah Ferris
Date Approved by Governing Body	
Governor Signature	
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Statement of Intent

Repton Manor Primary School is committed to the continuous raising of achievement of all our children. Regular attendance is critical if our children are to be successful and benefit from the opportunities presented to them. Good attendance is fundamental to a successful and fulfilling school experience and allows children to take full advantage of the educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts children at risk, encouraging anti-social behaviour.

We actively promote 100% attendance for all our children. The Governors, Leadership Team and Staff, in partnership with parents/carers, have a duty to promote full attendance at **Repton Manor Primary School**.

Parental Responsibility

Parents/carers have a legal duty to ensure that their child attends school and arrives on time. The gates are open to pupils at **8.40am** and they are expected to be sitting in their classrooms ready for registration **at 8.50am**, whereby the gates will be closed.

It is the responsibility of parents/carers to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts are known. Telephone messages and email communication regarding a child's attendance at school are recorded by the school office, and if a child is absent parents/carers should update the school daily and inform the school when their child is returning. If the school has not received notification of absence, we will phone parents/carers and this will also be recorded in the file. We may conduct a Home Visit should we not be made aware of a reason for absence.

Where possible, appointments for a child should be made outside of the school day to prevent loss of learning time.

Should your child have a sickness bug, they should not come into school until 48 hours after their last symptom to reduce the risk of spreading.

The Role of the School Staff

At **Repton Manor Primary School** there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Holding the Executive Headteacher/Head of School to account for the implementation of this policy

The Executive Headteacher/Head of School is responsible for:

- Implementation of this policy
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting fixed-penalty notices, where necessary

The designated senior leader responsible for attendance is Hannah Ferris (Safeguarding and Pastoral Director) who is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Benchmarking attendance data to identify areas of focus for improvement

Our Attendance and Admissions Officer is Mel Ashton who can be contacted via the School Office (01233 666307). It is the responsibility of the Attendance and Admissions Officer to ensure:

- Attendance and lateness records are up to date and the appropriate attendance code is entered into the register (Appendix 1)
- As part of our safeguarding procedures, if no reason for absence has been provided, parents/carers are contacted on the first day of absence by phone call
- Where there has been no communication made from first-day calling, emails/texts are sent to parents/carers requesting reasons for absence and the absence will be recorded as unauthorised (code O)
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Parents/carers receive advice and guidance relating to attendance queries
- Concerns regarding a child's absence from school are referred to the Family Liaison Officer/Safeguarding and Pastoral Director
- The Head of School is advised when to request fixed-penalty notices and all necessary paperwork is completed in a timely manner

Our Family Liaison Officer, Sarah Crook, is responsible for:

- Arranging calls and meetings with families to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Reporting concerns about attendance to the designated senior leader responsible for attendance and the Head of School
- Working with School Liaison Officers to tackle persistent absence

Class Teachers are responsible for:

- Completing a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark children present, absent or late.

Attendance Reporting

Parents/carers can view their child's attendance percentage through the Arbor App. Parents/carers are encouraged to access their child's attendance figure regularly and at least every term. Children's attendance will be sent home with all written reports.

Timeline of the Staged Approach for Managing Poor Attendance

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

- **95 - 100% attendance** – Class Teachers will monitor children’s attendance on a regular basis and notify the Family Liaison Officer/Safeguarding and Pastoral Director of any concerns.
- **90 - 95% attendance** – Attendance will be monitored and where concerns are identified we will use school intervention letters/meeting with parents/carers where appropriate.
- **Below 90%** - Attendance is monitored weekly. School Intervention letters sent and attendance meetings held where appropriate. Children will be discussed as part of Attendance Meetings with Local Authority School Liaison Officers.
- All attendance meetings with parents/carers will be structured with clear targets set to help improve attendance.
- Where there are attendance concerns and the level of absence does not improve, or if there are further unauthorised absences, the school may make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

Lateness at Repton Manor Primary School

The register is taken at **8:50 am and 1:00 pm** for Early Years and Key Stage 1 and **1:30 pm** for Key Stage 2.

Children arriving after these times must enter school by the main entrance and report to the School Office where the child’s name and the reason for lateness will be recorded. The pupil will be marked as late (Code L).

The register will close at 9:00 am and 1:05 pm (Early Years and Key Stage 1) and 1:35 pm (Key Stage 2). Children arriving after the register has closed will be marked as late after registration (Code U) and this will count as an unauthorised absence. Frequent lateness after the register has closed (Code U) will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice. Penalty Notice Proceedings for Lateness are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from January 2016, as revised in June 2020, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, a Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

Authorising Absence

Absence (for example leave for holidays) during term time can only be approved in exceptional circumstances. The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

Only the Executive Headteacher and Head of School can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents/carers will be notified. If no explanation is received, absences will not be authorised.

Persistent unauthorised absence (10% or more of the school year) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents/carers will be notified in writing. When a referral is made, the child's Registration Certificate, copies of all letters sent to parents/carers and minutes of any meetings need to be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include: -

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Family Holidays

Families should plan their holidays in school breaks and avoid seeking permission to take their children out of school during term time unless it is absolutely unavoidable. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. Any application for leave of absence should be made, in writing and in advance, by a parent the pupil normally lives with. Leave cannot be authorised retrospectively. Each case will be judged on its merits and the Headteacher's decision is final. If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Exceptional and unavoidable circumstances for could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend the funeral of a person close to the family.

- To attend the wedding of a parent or Grandparent.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive.

Penalty Notices

Proceedings for Poor Attendance Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in June 2020.

- Any parent who takes a child out of school for term-time leave of 10 or more morning and afternoon sessions during any 100 possible school sessions or 50 school days, not authorised by the school (under exceptional circumstances), may receive a Penalty Notice.
- Penalty Notices can also be issued in cases where a pupil of compulsory school age has been absent or late for a period, or periods, of time and the absence or lateness has not been authorised by the school, or shown improvement as a result of actions taken by the school. A Penalty Notice can be issued in cases of:
 - Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
 - Persistently late (coded U) for 10 or more sessions after the register has been closed
 - Unauthorised absence for any formal school assessments, tests or public examinations of which dates are published in advance
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.

After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service may issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded. If unauthorised absence is recorded during the 15-day period a Penalty Notice may be issued (one per parent per child)

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority. Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
 - due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
 - religious observance
 - failure by the Local Authority to provide transport In law,
- these are the only acceptable reasons for a child being absent from school.

Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher (and the Inclusion and Attendance Service when appropriate). Where a child is missing from

education for ten school days, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

- If the whereabouts of the child is unknown and the school has failed to locate him/her through calling all emergency contacts and conducting a Home Visit (where possible)
- The family has notified the school that they are leaving the area but no Common Transfer File (pupil file) has been requested by another school.

Appendix 1: Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence

U	Arrival after registration	Pupil arrived at school after the register closed
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