



Windsor Academy Trust
Colley Lane Primary Academy

| Attendance Policy (PRIMARY) | |
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1. How have we written this policy?

This attendance policy is primarily for families and parents to help them understand how we approach attendance at Colley Lane Primary Academy. Therefore, we have written this policy **with** a group of parents to make sure that it is as clear and helpful as it can be.

2. Attendance is important

Attendance at school is deeply important. If pupils are not in school, they cannot participate in all of the valuable things school can bring. Developing academically is, of course, important, but being a part of a school community and the development of pupils' personal potential. is an equally important part of a pupil's thriving at school.

Therefore, we will:

- work consistently to make school an irresistible place to be;
- listen to pupils and their families, building strong relationships;
- look at pupils' attendance very carefully;
- reward and recognise excellent attendance and improvements in attendance;
- make sure that families have the support they need to promote excellent attendance and punctuality;
- support pupils and their families to reduce absence from school.

In Colley Lane Primary Academy, Dominic Simpson has overall responsibility for promoting regular, punctual attendance at school.

3. What is the process for attendance?

Each day, we take a register of those pupils who are present. We also note those who are absent and note down pupils who are late and why they were late. We use a range of 'codes' so that we can keep careful records of attendance and reasons for absence. You can see the different codes we use at the end of this policy.

If we haven't heard from a family whose child is absent, we will give you a call to check in. If we can't get in touch, we will try to leave you a message.

Where we don't have an explanation for an absence and/or a pupil remains absent, we will call each day and we may make a home visit. We might also ask you to come into school to discuss ways we could help with school attendance. In some cases, we will need to involve other agencies to check if a pupil is safe, or we may involve an education welfare officer.

We always look carefully at each pupil's attendance. If we see any patterns of absence emerging, we will contact you to see if we can help.

Because attendance at school is so important, it is a parent's legal responsibility to ensure that their child regularly attends school. Therefore, in exceptional circumstances, we might need to work with other agencies such as the Local Authority to take legal action to ensure regular attendance. This is relatively rare, and we will try to work with pupils, families and parents before things get to this stage.

We will reward and recognise excellent and improving attendance.

- Improving attendance letters to parents
- Weekly Attendance shared with parents on the school newsletter and data screens
- Celebrating the year group with the highest attendance each week on the data screens
- Completing pupil voice to capture pupils' views on how good and improving attendance should be rewarded in school.

- Offering rewards to Year groups for consistently good attendance. For example; Attendance disco's, movie afternoons, extra play etc.

4. How can families help?

We are here to support families so that pupils have good attendance and punctuality. We appreciate families' support in three key areas: getting to school regularly, getting to school on time and letting school know when a pupil is absent.

Regular attendance

Regular attendance is really important to a pupil's personal and academic development. Families can help with regular attendance by taking holidays in school holidays, booking medical and other appointments outside of the school day if this is possible, and making sure that if a pupil is well enough to come to school, they do attend. We encourage pupils to attend school at least 97% of the time. When a pupil's attendance drops to 95%, this is the equivalent of being absent for half a day a fortnight. Missing this much school means that a pupil falls behind in their learning, misses personal development activities and extra-curricular activities.

Being on time

Pupils need to arrive on the school site by 8.40am. Being on time is important so that the day can start crisply and pupils are ready for the school day.

The register is open until 9:10am, pupils who arrive after 9:00 am but before the register closes will be recorded as late using code 'L'. If a pupil arrives after the register closes and after 9.30am, they have to be marked as absent using the 'U' code for the morning and/or afternoon session.

Letting school know about absence

Of course, there are unforeseen occasions when a pupil needs to be absent. We ask that families support the school by letting us know the reasons for any absence straight away. This can be done by calling the school office on 01384 900450, sending an email to attendance@colley.windsoracademytrust.org.uk or reporting the absence via ParentMail.

If families/parents know in advance that a pupil will be absent, we appreciate families letting us know in advance by calling the school office on 01384 900450, sending an email to attendance@colley.windsoracademytrust.org.uk or reporting the absence via ParentMail. Sometimes, we might ask to see appointment confirmations or medical details. This could be when absences are repeated or longer term, for example.

There are very limited circumstances in which we can authorise holidays during term time. If families are planning to go on holiday during term time, we request that you fill in a leave of absence form, which you can obtain from the school office, which will be passed to the Headteacher for consideration before booking. The reasons for a term-time holiday need to be exceptional for the headteacher to authorise them. Each case is treated individually.

Another way that families can help is to make sure that when there is an appointment that has to take place during the school day, pupils come back into school as soon as possible after the end of the appointment. This means that the minimum amount of school time will be missed.

Talk to us

We know that sometimes, school attendance can be difficult for pupils. We are here to help. If attendance is starting to be problematic, please contact the school office and ask to speak to Dominic Simpson. We will work with you to try to overcome any barriers.

There are others in school that can help, too. If you require pastoral support you can contact our pastoral team on wellbeing@colley.windsoracademytrust.org.uk or by calling the school office and ask to speak to Mrs Edwards.

5. Supporting pupils, families and parents if attendance becomes a problem

We want to work in partnership with pupils and their families to promote good attendance. Therefore, we will keep a close eye on attendance so that we can help where necessary.

| | | |
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| 97-100% | The Green Zone | When a pupil's attendance is in this zone, this is ideal. pupil will be benefiting from the full range of what school has to offer. |
| 93-96.9% | The yellow zone | When a pupil's attendance is in this zone we will begin to keep an eye on attendance patterns. This way, we can get in touch with you to see if any support is needed. |
| 90-92.9% | The Amber zone Concerns | When a pupil's attendance is in this zone, we will get in touch with families/parents to let them know. We will ask you if there's any help you need because we know that there is a real risk of a pupil falling significantly behind and missing out. |
| Below 90% | The Red Zone Significant concerns | When a pupil's attendance is below 90%, this is classified as 'persistently absent'. This is a real worry. We will ask families and pupils to have a discussion with us and to make a plan to improve attendance really quickly so that attendance is back on track. |

There is a range of attendance support available from school. There is also a range of support available from other organisations which we can signpost and sometimes refer you to.

Extra information

- A. Roles and responsibilities
- B. Local Support for Attendance
- C. Authorised and unauthorised absences
- D. Legal Sanctions
- E. Keeping and Maintaining Registers
- F. Monitoring Attendance
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A: Roles and responsibilities

Attendance is so important that everyone at the Trust and the school has a role to play. This includes:

1. pupils
2. Parents and families
3. Adults in schools including
 - a. Teachers
 - b. Pastoral staff
 - c. Attendance leaders
 - d. The senior member of staff responsible for attendance
 - e. Headteachers
4. Other agencies such as the Local Authority
5. Local Academy Advisory Committees
6. The CEO and Director of Education
7. The Trust's Board of Directors

What can pupils do to make sure attendance is excellent?

pupils can make sure attendance is excellent by being ready for school each day. The extent to which pupils are independent in being ready will depend on their age and development. It can be helpful for pupils to:

- make a list of what needs to be done each night before school the next day;
- check the list each night to make sure that, for example, uniform is ready, iPads are charged and homework is completed;
- speak to a trusted adult in school as soon as there is a problem, especially if something makes school uncomfortable or feel unsafe;
- if attendance problems happen, work with adults in school to understand why.

What can parents and families do to make sure attendance is excellent?

Parents and families play a very important role in making sure that attendance is excellent. They can help by:

- Promoting regular attendance at home, not taking holidays during school time, booking medical appointments outside of school time whenever this is possible and getting pupils to school for part of the day when a some school is missed because of an appointment
- Helping pupils to be on time
- Letting school know about absence as soon as possible
- Talk to school about any issue that comes up so that the right people can help.

What is the role of the class teacher?

The class teacher is the first point of contact for most pupils and their families. The class teacher will build up a good relationship with all pupils and families.

Teachers can help to promote good attendance by:

- taking accurate registers;
- noticing patterns of absence and sharing these patterns with families, pastoral leaders and others in school as relevant;
- working with families to understand these patterns;
- working with pastoral staff when attendance is in the yellow, amber or red zones to make action plans to improve attendance
- welcoming pupils back after an absence.
- working with pastoral staff to help pupils to catch up after long-term absence.

What is the role of pastoral staff?

Our pastoral team will work tirelessly to break down any barriers

- Support any child who may not be feeling positive about coming to school
- Support with financial advice / help where appropriate.
- Support with uniform
- Complete Early help assessments and provide support
- Discuss attendance plans personalised to the families circumstances
- signpost to external agencies for support

What is the role of attendance leaders?

What is the role of the senior member of staff responsible for attendance?

The senior member of staff for attendance is responsible for the overall strategy for attendance. This includes:

- making sure that everyone plays their role in attendance;
- the data sharing strategy;
- the listening strategy;
- the mental health and well-being strategy;
- the overall family and parent partnership strategy;
- drawing together the half-termly attendance review;
- sharing the review with all staff;
- making sure that communication with parents and families is effective, especially relating to pupil illness;
- making sure that all pupils in the 'Amber Zone' have home contact and monitoring;
- making sure that all pupils in the 'Red Zone' have family and parent meetings and attendance action plans;
- making sure that interventions to improve attendance are put in place;
- making sure that action plans and interventions are reviewed and adapted as necessary
- making sure that the 'local offer' map is complete and kept up-to-date;
- making sure that attendance coding is accurate and consistent;
- advising the headteacher on fining and legal action where necessary.

What is the role of the headteacher?

The headteacher is pivotal in making attendance a key priority for everyone. Headteachers will:

- make sure that attendance policies are implemented well, and everyone knows their role
- look at attendance daily and make sure that everyone involved is playing their part well, especially the senior leader for attendance.
- make decisions around authorising term-time holidays only in exceptional circumstances, fines and legal routes to secure good attendance when this is needed.

What is the role of Local Advisory Bodies?

- Local Advisory Bodies will promote the importance of attendance through all of the work they do.
- They will receive a report at each meeting showing how attendance is going and what is being done to improve it.

What is the role of the CEO and Director of Education?

Attendance is a top priority for everyone. Therefore, senior trust leaders will:

- maintain an ongoing focus on attendance across the family;
- support school leaders to identify and break down barriers to good attendance;
- ensure that the right resource and training are put in place so that adults in school can effectively promote good attendance;
- support with school-level communications;
- share data and insights with the relevant committee and the board of trustees.

What is the role of the Trust's Board of Directors?

- receive an overview of attendance from the chair of the performance and standards committee;
- offer support and challenge around attendance, seeing it as a key priority for the family as a whole.

B: Local Support for Attendance

There is a range of services that the school can offer. Our pastoral team can support with trauma informed sessions, Talk Time individually or in small groups, or complete a school health referral to our school nurse or the NHS Reflexions team. If appropriate, we can make a referral to the Child and Adolescent Mental Health Service (CAHMS) or support you to speak to your doctor about barriers to attendance. In addition, there is a range of local services and organisations who can also help.

C: Authorised and unauthorised absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

The headteacher will consider each application for term-time absence individually. Any request should be submitted as soon as it is anticipated and, where possible, at least eight weeks before the absence. Families/parents should use the leave of absence request form (This can be requested from the School office). The Headteacher may need evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include

- Illness (including mental illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's family/parents/carers belong. If necessary, the school will seek advice from the family/parents'/carers' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

D: Legal sanctions

We would much rather sort out attendance problems by talking with pupils, families and parents. However, the school, local authority and police can fine parents/carers for unauthorised absences of a child from school, where the child is of compulsory school age. **Headteachers are likely to issue fines for term-time holidays except in exceptional circumstances.**

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year;
- one-off instances of irregular attendance, such as holidays taken in term time without permission;
- where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

E: Keeping and maintaining attendance registers

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix F for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, Whether an absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Pupils should arrive in school by 8:55am on each school day. School opens for pupils from 8:40am. The register for the first session will be taken at 9:00am and will be kept open until 9:10am. The register for the second session will be taken at 12.50pm for Key Stage 1 and at 13.05pm for Key Stage 2, and will be kept open until 12.55pm for Key Stage 1 and 13.10pm for Key Stage 2.

F: Attendance monitoring

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Identify pupils who are persistently absent (absent for more than 10% of the time) and those who are severely absent (absent for more than 50% of the time)
- Support pupils, families and parents where there is persistent and severe absence to access the support they need to improve attendance.
- Contact parents who we have not been able to contact on the first day of absence by letter.
- Conduct home visits where necessary.
- Hold attendance clinics with parents of pupils whose attendance is becoming a concern.
- Hold Late clinics for pupils classed as persistently late.
- Closer monitoring of vulnerable families
- Work alongside Education Attendance Solutions - monthly visit and support.

G: Links with other policies, legislation and guidance

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

H: How will we monitor the effectiveness of this policy?

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Windsor Academy Trust's Performance and Standards Committee.

I: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| 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 |

| Code | Definition | Scenario |
|-------------|---|--|
| X | Not required to be in school | pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |