



# Attendance Policy

To Be Reviewed: July 2022

## Statement of Intent:

**Richardson Dees Primary School** believes that in order to facilitate high quality teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:  
“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable – (a) to age, ability and aptitude, and (b) to any special educational needs he/she may have either by regular attendance at school or otherwise.”
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance and challenging persistent absence.

## Legal framework:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2018) ‘School attendance’
- DfE (2015) ‘Child performance and activities licensing legislation in England’
- DfE (2018) ‘Keeping children safe in education’
- DfE (2016) ‘Children missing education’

## Roles and responsibilities

The **governing body** has overall responsibility for:

- The implementation of the Primary Attendance Policy and procedures of **Richardson Dees Primary School**.

- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's **Complaints Procedures Policy**.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

Ensuring there is a **Children Missing Education Policy** in place and that this is regularly reviewed and updated.

The **headteacher** is responsible for the day-to-day implementation and management of the Primary Attendance Policy and procedures of the school and distributing these to parents.

**Staff**, including teachers, support staff and volunteers, are responsible for:

- Following the Primary Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

**Parents and carers** expected to take responsibility for the attendance of their child during term-time. They are also expected to promote good attendance of their child during term time and ensure that their child attends school every day.

**Pupils** are expected to attend school every day.

### **Absence procedures**

- Parents are required to contact the school as soon as possible on the first day of their child's absence.
- A **phone call** will be made to the parent / carer of any child who has not reported their child's absence on the first day that they do not attend school.
- On the second day, if school has been unable to contact the parent / carer regarding non-attendance representatives from school will attend the house.
- Should there be no contact with anyone, non-attendance will be escalated to police for a 'welfare check'.
- In the case of persistent absence, arrangements will be made for parents to speak to the **headteacher**.
- If a pupil's attendance drops below **90 percent**, the **headteacher will arrange a meeting with parents**.
- If through working in partnership, sufficient improvement cannot be made, the school will implement an Attendance Improvement Plan
- If sufficient improvement is still not being made, school will inform the Local Authority of the details of pupil(s) who fail to attend regularly.
- Local Authority has the power to issue sanctions such as prosecutions or penalty notices to parents.

## **Contact information**

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

## **Lateness**

- Punctuality is of the utmost importance and lateness will not be tolerated.
- Children get in line for 10 to 9 each morning in KS1 & KS2
- The school day starts at 8:55am (8:45am for Nursery, 9:00am for Reception). Pupils should be in school at this time.
- Registers close at 9:30am at which point lateness becomes unauthorised absence
- After lunch, registers are marked by 1:30pm

## **Term-time leave**

The headteacher is unable to authorise holidays during term-time. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

## **Religious observances**

- The school will take advice, including that of local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.
- Parents are required to inform the school in advance, if absences are required for days of religious observance.

## **Appointments**

- As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
- Where this is not possible, a note and appointment card will be sent to the **school office**.
- If the appointment requires the pupil to leave during the school day, they will be signed out at the **school office** by a parent.
- Pupils will attend school before and after the appointment wherever possible.

## **Young Carers**

- The school understands the difficulties that face young carers.
- The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **Rewarding good attendance**

- The school acknowledges 100 percent attendance in a half termly letter of achievement.
- Good attendance is rewarded and celebrated in our weekly whole school Achievers Assembly.

## **Monitoring and review**

- The school monitors attendance and punctuality throughout the year.
- This policy is reviewed at least annually.

## **Appendices**

- Attendance Monitoring Procedures
- Absence Procedures



## Attendance Monitoring Procedures

**Richardson Dees Primary** has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. The **headteacher and office staff** review the attendance of every child at least fortnightly.
2. Contact is made with parents on the first day of absence for any **pupil absence** not reported.
3. If a pupil's attendance falls below **96 percent**, a letter is sent home, on a case by case basis, reinforcing the need for good attendance in school.
4. Should attendance fall below **94 percent**, a second letter is sent home reminding parents / carers of the need for good attendance in school.
5. Should attendance fall below **92 percent**, a third letter is sent home raising concerns that the pupil's attendance has continued to fall and is now well below the school's expected standard and advising parents and carers of next steps.
6. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being **monitored every day**, and the **headteacher contacts the parents** to arrange a meeting to discuss this. If parents are unwilling to cooperate, a referral will be made to the Local Authority.
7. Following the initial meeting, if attendance targets are not met, the headteacher will call for a second meeting and implement an Attendance Improvement Plan which will outline the improvement attendance now needs and consider any further support which may be available.
8. If agreed targets are still not met, the headteacher will make a **referral** to the Local Authority.



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- On the second day, if school has been unable to contact the parent / carer regarding non-attendance, representatives from school will attend the house.
- Should there be no contact, non-attendance will be escalated to police for a 'welfare check' and / or be referred to the Local Authority Attendance and Placement Team.
- In the case of persistent absence, arrangements will be made for parents to speak to the headteacher.