Clifford All Saints C of E Primary School

Attendance and Punctuality Policy

Approved by:	October 2022	Date: October 2022
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1. Aims

Schools have a statutory duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children. While regular school attendance is predominantly the responsibility of parents and carers, schools play a central role in ensuring that children and young people attend school regularly. This includes taking a positive and proactive role in the promotion of regular school attendance through strategies identified within the school attendance policy that will engage families. It is important that Governors take a key role in promoting good attendance when approving this policy.

Good school attendance should be the norm within our school. Parents are expected to bring their child to school, on time for every session they are well enough to attend and should notify us in advance of any planned term time absence, requesting permission for the absence to be authorised. Where the absence is due to an emergency, contact should be expected on the first day of absence, with regular contact until the child is well enough to return.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

> Promoting good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

We recognise the importance of a holistic approach to attendance and punctuality

- Whole School Culture

- Attendance Policy

- Processes

- Monitoring and Analysis

- Building strong relationships

- Collaborative work

2. Legislation and guidance

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](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

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

> Making sure staff receive adequate training on attendance

> Holding the headteacher to account for the implementation of this policy

> Making sure attendance is high priority in meeting with safeguarding governor

3.2 The headteacher

The headteacher is responsible for:

> Implementation of this policy at the school

> 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

> Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader 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

> Arranging calls and meetings with parents to discuss attendance issues

> Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Hannah Wood and can be contacted via hwood@cliffordallsaints.sheffield.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

> Monitoring and analysing attendance data (see section 7)

> Benchmarking attendance data to identify areas of focus for improvement

> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

> Working with education welfare officers to tackle persistent absence

> Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officers are Zoe Dobbins and Lauren Davidson Marriott and can be contacted via 0114 266 2977

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am

3.6 School admin staff

School admin/ staff will:

> Take calls from parents about absence on a day-to-day basis and record it on the school system

> Transfer calls from parents to the Head of school in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

> Make sure their child attends every day on time

> Call the school to report their child's absence before 9.30am on the day of the absence and each subsequent day of absence and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

> Attend school every day on time

4. Recording attendance

4.1 Attendance register

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 1 for the DfE attendance codes.

Admin staff will also record:

> Whether the 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 must arrive in school on time each school day.

At Ringinglow Road, they must arrive by 8.40am

At Psalter Lane, they must arrive by 8:50am

The register for the first session will be taken at 8:45 at Ringinglow Road and 8:55 at Psalter Lane and will be kept open until 8:50 at Ringinglow at 9am at Psalter Lane. The register for the second session will be taken at 1pm and will be kept open until 1.10pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling or emailing the school office staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents should contact the school office through enquiries@cliffordallsaints.sheffield.sch.uk they should provide a pdf/ image of the appointment confirmation.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Parents must complete a term time request form. These are available to on the school website and through the school office. These will be sent to the Headteacher to consider in line with our policy. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using the appropriate code
> After the register has closed will be marked as absent, using the appropriate code

We track any ongoing concerns related to punctuality. Parents will be approached in the first instance by class teachers to understand barriers to punctuality.

If there is not an improvement, parents will be asked to meet with a member of the SLT to discuss the issue and explore ways to improve ounctuality including the building of good routines and expectations.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

> Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit or contact the safeguarding hub if they are unable to meet the parent.

> Identify whether the absence is approved or not

> 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

> Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer or the safeguarding hub.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through parent and carer meetings and through termly attendance transcripts.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible the school office and website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

> Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' 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

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent 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.

6. Strategies for promoting attendance

In school, we use a range of strategies to promote and improve attendance

- We advertise the importance of attendance and punctuality throughout school, in newsletters and on notice boards.

- We share messages about attendance in assemblies and in class

- Staff have individual check ins with children around attendance and punctuality

- We recognise the importance of developing strong relationships with families to challenge and support attendance. We include pupil and family voice to consider how to support individuals.

- We share information 'days lost' and the impact this has on educational attainment

- We share attendance information with families including sending letters of conern where appropraote (appendix 2)

- We meet with wider partners to support families to improve attendance

- The leadership team will meet with families to discuss barriers to improving attendance and punctuality

- We consider individual support that can be put in place including reward charts, access to breakfast club, providing resources like an alarm clock, etc.

We follow an 'Assess, plan, do and review' model to improve school attendance.

Our desired outcome is; for every child to be in school every day, and on time.
To reach this outcome, we must support all children.
We need to support our 100% attenders to remain 100% attenders.
We need to support our 96%-99% attenders to raise their attendance and get as close to 100% as possible.
We need to challenge our 92%-96% attenders, to remind parents of their duty to ensure their child is in full time education and offer support to prevent further absences in the future.

And we need to follow a graduated approach for our irregular attenders to ensure we assess why they are not attending regularly, create a plan to support improvement in attendance, implement the plan and review to see if improvements have been made.

Assess
We consider the reasons preventing the child attending regularly
The needs across Education, Health and Care
Has the child's voice been captured, what do they need to happen so they can attend?
What has already been implemented to improve the child's attendance?
What support is required to improve the attendance?
What interventions may be required to improve the child's attendance?
What further assessments may be required?
Set time scales for assessments to be carried out

Plan (Voluntary Support)
What next steps need to take place to help the young person attend every day, on time?
Who will support and what their actions are?
Set time scales for the plan to be implemented
What outcomes do we expect to see?
Ensure the plan is shared with all parties including the child

Do
The plan is carried out by all professionals, the family, and the young person

Review
Has the support worked, does the child and family feel they have been supported?
Are we seeing movement towards the desired outcomes, even small improvements can be big steps?
Has there been any party who hasn't carried out their actions?
Has the child's voice been captured, how do they feel the last few weeks have gone, what difference has been made, what are they proud of, what could have been better?

We then Consider Formalising Support
Where absence persists and voluntary support is not working or being engaged with consider formalising support through use of a parenting contract (see parenting contract section within this document)
If none engagement from the family, speak to your linked Attendance and Inclusion Social Worker

We have a whole school ethos of 'Every School Day Matters'.

7. Attendance monitoring

The attendance champion (Hannah Wood) will meet termly with the school's linked Inclusion and Attendance Specialist. The purpose of this Targeted Attendance Support Meeting will be to discuss:

- The school improvement plan objectives linked to attendance
- The targets and outcomes identified in the school attendance action plan
- The whole school and cohort level attendance data
- Pupils considered to be severely absent (less than 50%)

- Pupils on reduced timetables to ensure these are being reviewed and used for the shortest time necessary and not treated as a long-term solution
- Pupils accessing some of their learning off site, to ensure this is used as a short-term intervention to support a child re-engage in their learning
- Where time allows, pupils considered to the persistent absentees (90% or less)

We will then work together to create next steps for the school to progress towards excellence in attendance.

7.1 Monitoring attendance

The school will:

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

> Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

> Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

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.

The school will:

> Use attendance data to find patterns and trends of persistent and severe absence

> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

> Provide access to wider support services to remove the barriers to attendance

We use the letter templates in appendix 2 to support communication with parents and carers. All attendance and communication will be logged on CPOMs.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by Hannah Wood (Head of school). At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy
> Behaviour and relationships policy

Further information to support can be found in appendix 3

Appendix 1: 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

Code	Letter	Signed by
SACL0	1.0 Nursery Attendance Inital Con	School staff
SACL1	SACL1.docx	School staff
SACL2	SACL2 - Concern Letter 2 - 09.08.22.do	School staff
SACL3	SACL3 - Invite to Meeting - 09.08.22.do	School staff
SACL4	PWNL template SACL4.docx	Head teacher
SACL5	SACL5 - Continue to Monitor 09.08.22.do	School staff
SACL6	SACL6 - Punctuality - 09.08.22.doc	School staff

Appendix 2: attendance and punctuality letters

SACL7	SA6 Y11 letter from school.doc	School staff
SACL8	SACL8 - PN explanation - 09.08.22	School staff
SACL9	SAP meeting.docx	School staff
SACL10	2.0 ICM Form Oct 20.docx	School staff
	HT Cert (print on Blue) Example Templa	template
	Attendance Summary Template Guidance.dc	template

Appendix 2: sources of further information

Further information, including legal guidance, guidance on the marking of attendance registers and strategies for improved school attendance can be found in the following documentation.

DFE School Attendance: guidance for schools including coding
Working together to improve school attendance - GOV.UK (www.gov.uk)

DFE Improving School Attendance: Support for Schools and Local Authorities
Improving school attendance: support for schools and local authorities - GOV.UK (www.gov.uk)

DFE Children Missing Education Statutory Guidance
Children missing education - GOV.UK (www.gov.uk)

DFE Keeping Children Safe in Education
Keeping children safe in education - GOV.UK (www.gov.uk)

DFE Ensuring a Good Education for Children who cannot attend school because of Health Needs
Education for children with health needs who cannot attend school - GOV.UK (www.gov.uk)

Elective Home Education
Elective home education - GOV.UK (www.gov.uk)

"Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement – guidance 2022"

School suspensions and permanent exclusions - GOV.UK (www.gov.uk)

Sheffield City Council Child Performance and Licensing
Children in entertainment licences (sheffield.gov.uk)