



Holland Junior School

Attendance Policy

Date written: September 2022

Review date: September 2023

The Pioneer Vision

The Pioneer Academy promotes and achieves excellence for children. It recognises the importance of outstanding teaching and learning by actively encouraging creativity and innovation, whilst having consistent standards of behaviour and attendance. Treating everyone as equal, whilst celebrating diversity, is a non-negotiable; protecting all through safeguarding, health and safety and welfare is paramount.

The Pioneer Academy Expectations

We are a multi-academy trust that has high expectations in all areas and attendance is no exception. Regular attendance is a key factor to children achieving their very best whilst at school and this means being in school, on time every day. Parental attitude is a key influence on a child's school attendance and there is much they can do to encourage, even reluctant pupils, to attend. We will work with and support parents to ensure pupils are in school every day ready to learn. Every day counts!

Pioneer Rationale

All Pioneer schools seek to ensure that every pupil receives a full-time education. We expect all children on roll to attend every day, when the school is in session as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. Research demonstrates a clear link between good attainment and good attendance. We strive to make all of our schools a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

The Law on Attendance

The Education Act 1996 places a duty on parents to ensure that their children are 'properly educated, either at school or otherwise'. Children must remain in full-time education for as long as they are of compulsory school age. There is no entitlement for pupils to be granted leave of absence for holidays during term time. Under the Education Regulations (1995), the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. The register will also indicate whether the absence was authorised or unauthorised.

Attendance Targets

Each Pioneer school is set a challenging attendance target each year. These targets are set by the Head Teacher and monitored by the Governing Body. The Head Teacher will report on attendance in the termly report to the Governing Body.



Monitoring Attendance

Pupil attendance will be monitored regularly by the school's attendance officer who will make the Head Teacher and/or the Educational Welfare Officer aware of any immediate concerns regarding the attendance or punctuality of individual pupils. Letters will be sent to those parents where their child's attendance falls below 96% and/or if punctuality is a cause for concern. If no improvements are seen, meetings will take place to support parents where needed. These meetings may also include the Educational Welfare Officer who supports the Pioneer schools regarding attendance.

Rewarding Good Attendance

The Pioneer Academy promotes the need for good attendance to ensure every child has the best opportunity to achieve their full potential whilst in school. Schools within the Pioneer Academy understand how important it is to recognise and reward good attendance and this is achieved in a number of ways including; Best Class attendance award every week, 100% attendance award for pupils who are in school every day for the term and also for pupils who are in school every day for the whole academic year.

Teachers and staff will build a 'culture' within the school of the importance of good attendance and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

The trust policy takes account of relevant requirements, good practice and is compliant for a trust wide policy.

The key aims are met

- **promoting good attendance**
- **ensuring every pupil has access to full-time education**
- **acting early to address patterns of absence**
- **supporting parents to perform their legal duty**



Holland Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets.

This policy has been devised in consultation with Staff, Governors and Parents.

Being at school

School education lays the vital foundations of a child's life. It has been proved that irregular attendance can severely impede academic and social development. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. Parents are expected to support the school by ensuring that their child attends school as much as possible and arrives at school on time every morning.

School Times

- We operate a 'soft' start. The school doors open at 8.30am and children are welcomed to their classroom between 8.30am and 8.50am when the bell goes to start the school day. Electronic registration is used in all year groups and taken twice per day at 8.50am and 1.15pm. A school day counts as 2 marks of attendance.
- Children arriving after registers close at 8.50am will receive a "U" code (Late – after registers close).
- it is your responsibility as a parent/carer to ensure that your child attends school regularly and gets up in the morning in time to arrive punctually.
- Children will not have access to the front playground before 8.30am as this is not supervised by school staff.

Getting to school

It is the responsibility of parents to ensure that their children arrive at school and return home safely.

When children arrive on time:

- Registration takes place quickly and smoothly;
- The day gets off to a good start for everyone;



- Everyone hears information given and is included in important explanations and discussions. This ensures that everyone knows what to do and what is expected of him or her.

When a child arrives late:

- It interrupts concentration for all pupils in the class;
- It wastes valuable learning time;
- the teacher has to repeat information/instructions whilst others have to wait;
- the child is at an immediate disadvantage because he/she may have missed important teaching points and discussions where ideas were shared.

Registration

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day. If a pupil has to leave school for any reason during the day, the parent/carer must contact the school staff with an explanation. Pupils leaving the school site during the day must be accompanied by a parent or their representative and must sign out at the school office. Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

Absence

By law, schools must record absences and the reasons given for these absences. Parents/carers are required to provide reasons for absences, and the school must decide whether or not these reasons justify authorisation according to government guidelines.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

Leave of Absence

The 2013 amendments to the Education (pupil registration) (England) Regulations make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Term times are for education. Children and families have 175 days off school to spend time together, including weekends and school holidays.

Governors have agreed:

- Parents must complete a 'Leave of Absence' Request Form stating the exceptional circumstances requiring leave to be considered and submitted for consideration by the Head teacher on behalf of the school governors, no less than 4 weeks prior to the requested date.
- if leave is taken without authorisation by the school, it will be recorded as an unauthorised absence on your child's attendance record and Education Welfare will be notified. In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note that the Head teacher can request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for 5 or more days holiday or leave of absence without school authorisation.



Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must consider a prosecution for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notices may be issued

- Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.

- The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

- the issue of a Penalty Notice will also be considered where a pupil has incurred 7 or more unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Behaviour - Penalty Notice relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.



Encouraging regular attendance:

Pupil's Role

- attend school every day as long as they are fit and healthy enough to do so
- arrive at school punctually and appropriately prepared for the day
- discuss promptly with their class teacher or the school office any problems that may affect their school attendance.

Parents/ Carers Role

- contact the school before 8.45am on the first day of absence and send in a written note detailing the absence when the child returns. The school aims to contact parents at home or at work if a child has not arrived at school by 9.10am and there has been no notification of absence prior to this time. Calls will be made first to the parent or carer of any child known to walk unaccompanied to school.
- Wherever possible, medical/dental appointments should be made for after the school day or during holidays.
- ensure that their child has everything needed for school ready the night before; · ensure regular bedtimes and wake up times on school days;
- ensure their child arrives at school punctually;
- talk to a member of the school staff if there is a problem.
- notify the school of any home circumstances that might affect the behaviour and learning of their child
- notify school immediately of any changes to contact details

School's Role

- provide a welcoming atmosphere and safe learning environment
- provide a sympathetic response to any child's or parent's/carer's concerns · keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality
- contact parents on the first day of absence when a child fails to attend and where no message has been received to explain the absence
- follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the Headteacher can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications/evidence from a GP or other relevant body may be requested
- encourage good attendance and punctuality through a system of reward and certificates for good/improved attendance
- regularly inform parents/carers of the % attendance of all children
- make initial enquiries regarding children who are not attending regularly



- meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality
- refer irregular or unjustified patterns of attendance to Education Welfare Officer or Surrey Inclusion Team.

Monitoring

This policy will be monitored by:

- Twice half –termly attendance reports by Admin Team and Assistant Head Teacher to Headteacher
- Termly reporting on attendance through the Headteacher's Report
- Termly face to face or telephone meetings with the EWO
- Annual attendance data