



## Attendance and Punctuality Policy

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**Author/owner: LGB**

**Anticipated Review: Spring 2020**

### Aims

Newport Community School Primary Academy (NCSPA) is committed to maximising educational opportunities and achievement for all children. For children to gain the best from their time at NCSPA, it is important that they achieve excellent attendance and punctuality. We strive for 100% attendance for all children. NCSPA actively promotes excellent attendance and discourages unjustified absence. NCSPA recognises that promoting excellent attendance and punctuality prepares children for future education and adult working life.

### Guiding Principles

- It is the responsibility of everyone in the Academy to improve attendance and punctuality.
- NCSPA needs to ensure that all its children access a full-time education which meets their needs and allows all to realise their potential.
- NCSPA will work with children and their families to ensure every child attends regularly and punctually.
- NCSPA will challenge the behaviour of those children and parents/carers who give a low priority to attendance and punctuality.
- NCSPA will communicate with parents/carers together with appropriate agencies to provide mutual information and support.
- NCSPA will continue to develop ICT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.
- NCSPA will support all aspects of the Education Act 1996 and the Children's Act 2003: 'Every Child Matters' by implementing this policy in a consistent manner.
- NCSPA will have regard to the Disability Discrimination Act 1995 and reasonable adjustments will be made for young people.

## Statutory Requirements, the Law and the Local Authority

- Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.
- Section 7 of the Education Act 1996 states that parents/carers are responsible to ensure their child receives a suitable education.
- Under section 444 of the Education Act 1996, a parent who fails to ensure their child attends the school at which they are registered, is guilty of an offence.
- The Academy works together with the relevant Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be imposed for dealing with unauthorised absence: Fixed Penalty Notices, Parenting Contracts and Orders, Education Supervision Orders or referral to the Magistrates Court which can recommend fines (up to £2500) or up to 3 months in prison.
- All sanctions are used to improve attendance and punctuality and reduce absence

**For your child to make the best possible progress and development at school it is very important they attend school every day. NCSPA strives for 100% attendance for every pupil.**

**Attendance and Punctuality are an important part of preparing children for future education and adult working life**

Good Attendance	Early concern	Low Absence	Persistent Absence
97% or above	Below 97%	Below 93%	Below 90%
Recognised and shared each term.	Attendance monitored	Attendance monitored – number of periods of absence tracked  Class teacher communication  Support offered – including Early Help  Improvement in attendance recognised  *See fast track flow chart	Attendance monitored as a priority  School Leader communication with family  Persistent Absence Letter  Support offered – including Early Help  Referral to Education Welfare Officer  Possible Penalty notices to be issued inline with Local Authority protocol  *See fast track flow chart
<ul style="list-style-type: none"> <li>• <b>Punctuality – children who arrive after 8.55am are marked as late.</b></li> </ul> <p><i>Persistent Absence data is communicated to Governors, Trust, relevant Local Authority and Department for Education on a termly and annual basis.</i></p>			
<b>Attendance reported termly to all parents/carers</b>			
<b>What you need to know:</b> <ul style="list-style-type: none"> <li>• Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly</li> </ul>			

### Registration:

- School starts at 8.45am – children are expected to arrive before 8.45 to be ready for the first session.
- Morning Register closes at 8.55am – arriving after this a child is marked as late and if after 9.15am children are marked as an unauthorised absence unless a satisfactory explanation is given
- Afternoon Register closes at 1.05 pm (Year R) and 1.20pm (Yr 1-6)

### Absence from school:

- Parents/carers are requested to contact the school office as early as possible on the day of absence with a reason for absence. If no contact has been made by 9.15am the school office will phone to ensure your child's safety.

Authorised Absence	Unauthorised Absence
<ul style="list-style-type: none"><li>• significant illness</li><li>• unavoidable and non-routine medical/dental appointments</li><li>• exceptional family circumstances e.g. bereavement</li><li>• day of religious observance (see Appendix 2)</li><li>• exclusion</li></ul>	<ul style="list-style-type: none"><li>• more than 5 periods of absence for illness unless there is genuine reason of which the school are aware and working together.</li><li>• looking after brothers/sisters/unwell parents/carers</li><li>• birthdays, weddings</li><li>• days out,</li><li>• shopping trips</li><li>• family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved)*</li></ul>
<ul style="list-style-type: none"><li>• Non urgent medical/dental and other appointments should be arranged out of school hours. Parents are requested to provide a medical card/letter for authorisation of the absence.</li><li>• Absence which hasn't been explained will remain as unauthorised.</li><li>• When children have had more than 5 individual periods of illness in one school year parents/carers will be asked to provide medical evidence for the illness to be authorised and a meeting with the leader for supporting children with medical needs.</li></ul>	

### Monitoring Attendance:

- Attendance officer reports all absences daily to the head teacher
- Attendance officer reports weekly attendance of each class – recognised in weekly celebration assembly and reported on News Bulletin to parents
- Attendance officer and Head teacher monitor absence each month by:
  - Identifying children who have had several occasions of absence
  - Children with attendance below 95%
  - Identifying where a child's attendance has improved
- Education Welfare Officer and Head Teacher meet every half term to monitor attendance and identify pupil cases for further action
- Governors agree attendance targets for the whole school and for different groups of children.
- Termly attendance reports are reported to governors and reported to the Trust

### What Newport Community School Primary Academy expects from Parents/Carers:

- To ensure their child attends regularly, punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the Academy is open unless they are too ill to do so.
- To avoid keeping their child away from the Academy for any reason other than illness or other authorised explanation (see overleaf).
- To not arrange holidays during term time
- To immediately inform the Academy Reception if their child is unable to attend (by 8.25am/8.30am where possible), including the reason for absence and expected date of return.

- If no indication of a return date has been given, parents/carers should contact the Academy on each day of absence.

### What you can expect from Newport Community School Primary Academy:

We will:

- Promote excellent attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- Work closely with parents/carers where child's absence is cause for concern.
- Support children returning to school after prolonged absence.
- Provide parents with regular information of their child's attendance rates

### Staff Roles and Responsibilities:

All members of the Academy have a role to play in improving attendance and reducing absence.

#### **Office Staff**

- Monitor registration on a daily basis and send a daily report of absence and lateness to the Head Teacher.
- Receive calls and messages from parents/carers regarding a child's absence.
- Contact parents/carers regarding a child's absence if there has been no contact by 9.30am.
- Record concerns and contact on CPOMs
- Produce monthly Attendance reports.
- Identify absence trends or concerns and raise these with the appropriate members of staff.

#### **Class teachers (Level 1)**

- Welcome and value the attendance of all children to school.
- Accurately register all children
- Will ensure that children know the register is being taken.
- Will identify a child's absence to lessons and take appropriate action.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Will discuss absence and attendance weekly with children.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Will work with identified children, setting targets to improve attendance and monitoring progress towards those targets.
- Will ensure that all absence notes or verbal messages are sent to the Attendance Office.
- Discuss attendance with parents/carers at Parent evenings or other meetings organized to discuss an initial concern about attendance or punctuality.

#### **Attendance Officer (Level 2)**

- Will monitor absence and attendance regularly.
- Will discuss absence and attendance concerns with children and set targets for improvement.
- Will contact parents/carers where attendance concerns have been identified.
- Will support children to improve their attendance.
- Will promote attendance through assemblies
- Will work with other members of staff to share information and support children and their parents/carers to improve attendance

#### **The Head Teacher (Level 3)**

- Will take the lead on raising the profile of attendance throughout the Academy, including improving attendance and reducing persistent absence.
- Will ensure that the Academy attendance policy is implemented and regularly reviewed.
- Will ensure the whole Academy ethos promotes excellence in attendance and punctuality.

## Registration

- The law requires the register to be taken twice a day – at 8.45am at the start of the morning session and 1.05pm (YrR)/ 1.20pm (Yr1-6) at the start of the afternoon session. Nursery at 8.45am and 12.45pm.
- Children are expected to arrive before 8.45am in order to be ready for the start of the first lesson at 8.45am.
- Registers close at 8.50am in the morning. After 8.50am children will be marked as late, after 9.15 children will be marked as an unauthorised absence unless a satisfactory explanation has been received. For the afternoon session registers close at 1.05pm (YrR) and 1.20pm (Yr1-6)
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1).
- Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in 'Advice on School Attendance' published 2012 by the DfE.

## Authorised/Unauthorised Absence

Authorised absence is where the Academy has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the Academy can do this.

- Absence may be authorised for such reasons as:
  - significant illness
  - Unavoidable and non-routine medical/dental appointments
  - exceptional family circumstances e.g. bereavement
  - day of religious observance (see Appendix 2)
  - exclusion
- Absence will **not** be authorised for such reasons as:
  - looking after brothers/sisters/unwell parents/carers
  - birthdays, weddings
  - days out,
  - shopping trips
  - family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved).
- Non urgent medical/dental and other appointments should be arranged out of school hours. Where this is not possible, children should, where practically possible, come to school before the appointment, sign out and return to school after the appointment. Parents are requested to provide a medical card/letter for authorisation of the absence.
- Absence which hasn't been explained will remain as unauthorised.

## • How we Respond to Absence/Lateness

- The office Parent/carers will be contacted by telephone if the office has not been contacted by 9.30am.
- Where a child's absence is cause for concern, the Academy will meet with write to parents/carers and/or invite the parents/carers into school.
- Where no sustained improvement in attendance is demonstrated despite intervention, the Fast Track to Attendance process will be followed (Appendix 3). Fixed Penalty notices may be issued in line with Local Authority's Code of Conduct.

## Persistent Absence

A child becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the academic year for whatever reason and results in the child having an attendance figure of 90% or less. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any child whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- An action plan to improve attendance will be created which may involve a DAF and referrals to other agencies alongside meetings between relevant Academy staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the Academy, further advice

may be sought which could lead to legal sanctions being imposed.

- The School and Trust reserves the right to use the Educational Welfare Services to support the absence policy and work with families to resolve attendance and punctuality matters.

Persistent Absence data is communicated to the relevant Local Authority and Department for Education via the School Census on a termly and annual basis.

### Leave of Absence during Term Time

Any absence interrupts the continuity of child's learning. Government Legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. Parents/carers are strongly urged not to take children out of school for holidays during term time.

Even where the circumstances are considered exceptional, please be aware that:

- Your request will not be authorised during assessment/test periods Yr1 – June; Yr6 May; Yr2 May/June
- Your request will not be authorised during the months of September or October for any pupils as this can have a significant effect on a child's early progress in the year.
- Your request for a term time holiday will not normally be granted
- Your request will not be authorised for any child in Year 6 regardless of the time of year.
- Your request will not be authorised if your child's attendance is below 97% for the current and previous academic year.
- Your request will not be authorised if your child has unauthorised absences.
- Your request will not be authorised where a previous holiday has been taken in the current or previous academic year.

It is expected that a Request Form is submitted to the Academy Reception at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form. The Academy has the right to serve a Fixed Penalty Notice on parents/carers who insist on taking their children out of school without authorisation. Fixed Penalties require **each parent to pay a fine of £60 per child** if paid within 21 days or **£120** if paid after 21 days but within 28 days (with effect from September 2015). Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance. This legislation also applies to any child taking leave of absence without prior notification to the Academy.

### Re-integration following Long-term Absence

Where a child has been absent for a prolonged period of time, perhaps due to illness, the Academy will:

- Welcome the child back to the Academy and value their return
- Provide support for the child in consultation with parents/carers to enable a successful return to the Academy.
- Ensure that all relevant staff are informed of the circumstances.
- Work with other agencies, where appropriate, to ensure a successful outcome.
- Consider a personalised programme of return if appropriate
- Nominate a key member of staff to monitor and review the child's return.

### Promoting Good Attendance and Punctuality

- Children are regularly informed of their attendance levels and, if appropriate, how they can improve, i.e. reports and attendance awards.
- Where appropriate, children whose attendance falls below the appropriate target for NCSPA will be set a target for improvement and progress towards these targets will be regularly reviewed.
- Excellent attendance and punctuality will be promoted and rewarded.
- Children, parents/carers and staff are regularly reminded about the importance of excellent attendance.
- Parents/carers are encouraged to contact the Academy Attendance Office at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support

those children whose attendance is a cause for concern.

- Children who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the Academy.
- Children' attendance will be reported at least annually in line with our annual pupil report system.

### Attendance Data and Targets

- The Academy will set its own attendance target, taking into account National attendance figures.
- The target for all children is to strive for 100% attendance. Only by achieving full attendance can children expect to achieve their full potential.
- Attendance data will be collected and analysed and used to inform the Academy's attendance practices and interventions.
- Individual child data will be analysed and monitored to enable early intervention.
- Attendance data is provided on termly basis to the governing body
- Attendance data and persistent absence data is communicated to the Local Authority and is published via Raise Online.
- The Academy will use the Schools Information Management System (SIMS) to monitor attendance on a daily, monthly and termly basis.
- Will take a lead on cases of poor attendance and punctuality, which are persistent
- Report to the Education Welfare Officer (where employed) on attendance
- Monitor the curriculum to develop ways of improving the provision of educational experience.
- Utilise attendance data to inform strategic planning



## APPENDIX 1

### DfE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

(Adopted September 2006, and amended Feb 2013)

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site Educational Activity	Approved Education Activity	Counted as physically present
C	Leave of absence authorised by the school	Authorised absence	
D	Dual Registered – at another educational establishment	Approved Education Activity	Counted as physically present
E	Excluded (no alternative provision made)	Authorised absence	
F	Extended family holiday authorised by the school	Authorised absence	
G	Family holiday (NOT authorised by the school or days in excess of agreement)	Unauthorised absence	
H	Family holiday authorised by the school	Authorised absence	
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	
J	Interview	Approved Education Activity	Counted as physically present
L	Late (before registers closed)	Present	
M	Medical/Dental appointments	Authorised absence	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved supervised sporting activity	Approved Education Activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Gypsy, Roma and Traveller absence	Authorised absence	
U	Late (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved Education Activity	Counted as physically present
W	Work experience	Approved Education Activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances (Enforced Closure)	Not counted in possible attendances	
Z	Pupil not yet on admission register	Not counted in possible attendances	
#	Planned whole or partial school closure	Not counted in possible attendances	



## **APPENDIX 2**

### **Religious Observance**

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

**“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”**

If the religious body has not set the day apart, there is no requirement for the Academy to approve the absence or grant leave of absence.

Individual religions and their religious observance are too numerous to detail in this document.

Parents should contact the Academy to request leave of absence for all religious observance.

# NEWPORT

## Community School

## Primary Academy

Landkey Road Barnstaple EX32 9BW

[www.newportprimary.devon.sch.uk](http://www.newportprimary.devon.sch.uk)



T: 01271 376252 F: 01271 372056 E: [admin@newportprimary.devon.sch.uk](mailto:admin@newportprimary.devon.sch.uk)

### APPLICATION FOR ABSENCE FROM SCHOOL (parents of Nursery Children are permitted leave for holidays)

**Parents do not have a right to take their children out of school for holidays during term time.** By law you must ask permission for your child to miss school. If you don't you risk a £60/120 penalty notice. Newport Community School Primary Academy follows a clear policy on holiday absence, but it is up to the Head Teacher of the school to decide whether or not the absence will be authorised. A copy of the full Attendance and Punctuality Policy is available on the School's website)

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

Some things to consider in respect of taking children out of school during term time:

- Children must attend school regularly to achieve their full potential
- Children who are kept out of school can feel vulnerable and miss out on key work
- Family Holidays in term time are disruptive to children's learning and no holidays will be authorised unless under exceptional circumstances. Cost is not an exceptional circumstance.
- On average children who miss 17 or more days per school year fall behind significantly and can lose significant ground on their peers.

Newport Community School Primary Academy states that absence during term time **cannot be authorised unless under exceptional circumstances**, and certainly not:-

- During Y1 phonic test week (normally in June each year) and preparation time in the months of May and June.
- During national assessment month for Y2 pupils (normally in June of each year) and preparation time in the months of May and June
- If the child is in Year 6.
- During the start of the academic year, i.e. in September and October of each year.
- If the child's attendance is below 97% for the current and past academic years.

If, under the above circumstances, parents or carers take their child from school for a holiday, their child's absence will be recorded as unauthorised in the class register.

### No holidays will be authorised in term time except in exceptional circumstances.

Other Absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical/dental appointments (but try to make these after school if at all possible) – evidence may be requested by the school
- Day of religious observance (one day only)
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents
- When a child is competing in a sport or playing an instrument at county, regional or national level. (Evidence may be requested by the school)

#### Application Form

Parents wishing to apply for their child to have leave from school should complete the form overleaf and return it to school for authorisation.

Thank you

**ANNETTE YATES**

Head Teacher

**PLEASE COMPLETE ONE APPLICATION PER CHILD**

(Parents of Nursery Children are permitted to request holiday leave in term time if at the same time of the holiday the child is in Nursery)

**WARNING:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a £60/120.\* (\* Penalty Notice £60 if paid within 28 days, increasing to £120 if paid after 28 days and before 42 days). (See the School's Attendance and Punctuality Policy)

**PARENTS SECTION** (to be completed first)

<b>Surname of child</b>				<b>First name</b>				
<b>Class</b>				<b>Year Group</b>				
<b>Surname of parent/guardian</b>				<b>First name</b>				
<b>About the request for your child's leave of absence (attach supporting information where necessary)</b>	<b>Reason for absence request. Holidays <u>will not</u> be granted unless under exceptional circumstances. Nursery children are permitted absence for holidays</b>							
	<b>Would s(he) miss any national test or examinations or preparation for national tests.</b> Y1 – June Y2 – May/June Y6 – May					<b>Yes / No</b>		
	<b>Is the proposed absence during the months of September and October?</b>					<b>Yes / No</b>		
	<b>Has s(he) already had leave during term-time this school year? (If so, please give dates and number of school days leave)</b>					<b>Yes / No</b>		
	<b>Is the proposed absence during his/her Year 6?</b>					<b>Yes/No</b>		
	<b>Did s(he) have leave of absence during term-time in the previous school year ?</b>					<b>Yes / No</b>		
<b>Length of absence (school days)</b>				<b>From (date)</b>				
<b>Telephone contact (if school wishes to discuss this request)</b>								
<b>Parent/guardian Signature</b>					<b>Date</b>			

**NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY SECTION**

<b>Holiday in Term Time</b>	<b>YR – Y6 PUPILS</b>		<b>NURSERY ONLY</b>	
	(i) approved <input type="checkbox"/> school days	(ii) Not approved <input type="checkbox"/> school days	<input type="checkbox"/> Sessions approved	
<b>Attendance this year</b> (to be completed by school)		<b>Attendance last year</b> (to be completed by school)		
Is his/her attendance already below 97%		Yes / No	<b>NURSERY ONLY</b> <input type="checkbox"/> Not applicable	
<b>Date of Meeting with Parent (if applicable)</b>				
<b>Head Teacher's signature</b>			<b>Date</b>	

**Please return a copy of this form to the parent after consideration**

The School will not authorise absence for:-

- Any type of shopping
- Resting after late night
- Look after brother, sister or unwell parents
- Travel to and from family events
- Minding the house
- Visiting relative birthdays
- Routine Medical Appointments
- Holiday Requests

## APPENDIX 4– Fast Track to Attendance Academy Flow Chart

The following process outlines how the Fast Track process should be followed and what meetings/letters should be used at each stage.

