

Oxhey Wood Primary School



<u>Reviewed: September 2016</u>	<u>Reviewed by: Jenny Morley and GB</u>
<u>GB: Full</u>	<u>To be reviewed: Summer 2018</u>

South Oxhey Primary Schools

Attendance Policy

Date: September 2016

Review Date: July 2018



At all South Oxhey Primary Schools we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning.

We recognise that positive behaviour and good attendance are central to raising standards and pupil progress.

Good attendance helps the children in our schools community to maximise their learning. This policy aims to support us all to achieve high levels of attendance and punctuality.

Oxhey Wood School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality and reduce Persistent Absence in order that all pupils are assisted in reaching their potential.

Oxhey Wood School believes that good school attendance assists children and young people to achieve the following 5 outcomes:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

Responsibilities & Expectations

- The school will provide a safe learning environment and maintain records of attendance according to legislation and guidance on a daily basis.
- Only the headteacher can authorise absence.
- The school will provide attendance details on the child's annual report.
- The school will follow up all instances of poor attendance and punctuality.
- Details of poor attendance/punctuality will be reported to subsequent schools.

- Parents/carers have a legal obligation to ensure their child attends school and do not automatically have the right to take them on holiday during term time. Absences from school affect the whole school community, not just the child concerned.
- Parents/carers are expected to ensure their child attends school regularly, on time, properly dressed and equipped and in a fit condition to learn.
- Parents/carers must inform the school on the **1st day** of absence and give a reason for their child's absence. Parents/carers will also maintain **daily** contact with the school until child returns to school.

- All pupils are expected to attend school regularly and punctually.
- All pupils must remember to hand any note to school providing reasons for absent.
- All pupils will be expected to be ready to learn.

If a Child is Absent

The school will:

- Record notification of absence by telephone.
- If notification is not received, telephone parents/carers by 10am on the first day of absence and record the outcome of the call.
- Maintain regular contact with parents/carers throughout the child's absence.
- Keep written notification from parents/carers on file.
- Inform parents/carers in writing if a child's attendance falls below 90%.

- Write to parents/carers requesting a reason for absence if it has not been provided.
- Record any absences as authorised or unauthorised according to current DfE guidelines.

Lateness

- Registers are taken at 8.50am. Any child arriving after that will be recorded as late.
- Afternoon sessions begin at 1.10pm when the register is taken again. Children returning after home lunch after this time will be recorded as late.
- Registers will close at 9.15 am and 1.30 pm. Any pupil arriving after the registers have closed will be recorded as unauthorised absence unless there are exceptional circumstances for such late arrival.
- Parents/carers will be expected to sign the late book and give a reason for their child's lateness
- It is important that children are safe and therefore accounted for at all times during the day. Because of this, any unexplained absence is monitored very carefully.
- Parents/Carers whose children are regularly late for school will be contacted by a member of school staff who will work with parent(s) to bring about an improvement in punctuality

Absence due to Illness

- Notification must be provided for all absences from school and the school will always follow this up. Absences are authorised by the headteacher only. In most cases, absence is genuine and marked as authorised on the register
- ***The school operates a '1st day response' policy. This means that if we have not been notified by 9:15am to tell us why a child is not coming to school that day we will contact his/her parents/carers.***
- Parents/carers must give specific reasons for absence – being 'ill' is not enough.
- Parents/carers may be asked to provide evidence stating that their child is too ill to attend school.
- Unless parents/carers have been given a particular time of absence through illness by a doctor they are expected to contact the school each day to let us know what is happening. The details of telephone calls are recorded and monitored.
- Registers are monitored on a regular basis by our Attendance Improvement Officer to look at patterns of absence, identify individuals or groups absences, attendance of siblings, etc. They may ask to see parents/carers if attendance is not satisfactory.

Absence due to Medical Appointments

- We would request that all medical appointments, if possible, are made after school.
- If a medical appointment is known in advance parents/carers must notify the school in writing. If an emergency appointment is made please phone the school before 9am.
- Notification must be given if a child needs to leave school during the day. The relevant book must be signed at the office and again on return.

Term Time Holiday

There have been amendments to The Education (Pupil Registration) (England) Regulations 2006 which come into force from 1st September 2013.

These remove all reference to family holiday and extended leave therefore:

- **NO** leave of absence will be granted
- *Parents may make an application for leave of absence for an exceptional circumstance*
- *The Headteacher will decide whether this application will be granted*
- *The Headteacher will decide the number of days granted for any leave of absence*
- *Leave of absence taken without permission will be unauthorised*

- *Oxhey Wood school will decide what is deemed as an exceptional circumstance*
- *A child can be removed from the school's registers if they fail to return from a leave of absence where permission has been granted after both school and LA have tried to locate the pupil(s) or if there are 20 days continuous unauthorised absences and both the local authority and school have failed to locate pupil.*

Monitoring Attendance

- Registers will be taken at 8.50am each morning. Any child arriving after that will be recorded as being late.
- Registration details are transferred to an electronic database, which is the legal document.
- Parents/carers whose children are regularly late for school will be contacted to request an improvement in punctuality.
- The school will follow up persistent lateness, all absences and pupils with low levels of attendance.
- The school will monitor attendance on a daily/weekly basis.
- Parents/carers who have not provided a reason for their child's absence by the end of the week will be contacted.
- Each month, registers will be monitored and parents/carers of pupils with less than 90% attendance will be notified.
- Pupils with less than 85% attendance will automatically be discussed with the Attendance Improvement Officer and appropriate action identified and agreed.

Records

- The school will keep accurate attendance records on file for a minimum period of three years.
- The rates of attendance will be reported in the school prospectus, and in the school profile.
- Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the deputy headteacher, who will write to the parents/carers.
- When attendance falls below 90%, parents/carers will be contacted to discuss the issue. When it falls below 85%, parents/carers will be invited to a meeting and the pupil will be made known to the AIO.

Persistent Absenteeism

A pupil is classed as a 'persistent absentee' when they miss 10% or more schooling across the year for whatever reason. Absence at this level damages any child's educational potential and we will try to work with parents/carers to improve attendance rates quickly. Persistent Absentees are monitored carefully through our pastoral system and this is combined with academic support where absence adversely affects attainment. All persistent absentees are automatically made known to the Attendance Improvement Officer.

Integrated Working

- Oxhey Wood School will work with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance

Attendance Improvement Officer (AIO)

- Oxhey Wood School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school.

- The headteacher and appropriate staff meet with the AIO for regular meetings to discuss and review attendance.
- Oxhey Wood School and the AIO work with identified individual pupils and their parents to improve poor attendance.
- When the attendance does not improve sufficiently and after discussion with the AIO, the school may apply for a Fixed Penalty Notice to be issued, invite you to a meeting to offer support or may make a formal referral to the Local Authority.

Rewards for Good Attendance

- ***Individually; certificates, prizes, house points for children with attendance of 95% and above and an end of term treat for all children with attendance of 100% .***

Exceptional Circumstances

- The school will actively seek to work with parents/carers where there is a genuine difficulty with attendance.
- Support strategies will be put in place for individual pupils where appropriate.
- When a child has an illness that means he/she will be away from school for over five days, the school will do all it can to send work home, so that they can keep up with their school work.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the home education support service, so that arrangements can be made for the child to be given some tuition outside school.

FIXED PENALTY NOTICES

- The issuing of penalty notices will comply with the code of conduct and guidance as determined by the Local Authority. This recently changed on 1st February 2016.
- A penalty notice will be issued with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for at least 15 sessions (7 ½ days, one session is half day either am or pm) in the previous and/or current term. **Penalty notices will involve a parent paying a fine of £60 if paid within 21 days, or £120 if paid within 28 days.**
- Failure to pay the fine within 28 days will result in either a prosecution for the offence to which the notice applies, or withdrawal of the notice (limited circumstances apply). Prosecution will be taken by the Local Authority under the Education Act 1996, section 444.

Staff Responsible for Attendance Matters

- Headteacher
- Administrators with responsibility for attendance
- All class teachers
- Governing Body

Monitoring & Review

- It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- This policy will be reviewed by the governing body every two years or earlier if deemed necessary.

Signed

Date

To be reviewed: July 2018

Letter: B2

Date:

Dear

The Education (Penalty Notices) (England) Regulations 2004
(Child's name). Registered pupil at

This is a formal warning that you are in breach of the above regulations. According to our records, your child, has unauthorised absence of 21 sessions or more in the current term and this empowers the Local Authority to issue a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable for prosecution for this offence.

Unless your child attends regularly a penalty notice will be issued within 10 days of the date of this letter. You will not receive another warning before the fine is imposed.

If you wish to discuss the matter further, please contact urgently.

Yours sincerely

Headteacher

Letter: B1

Address

Tel :
Fax :
My ref :
Your ref:
Date:

Dear

**The Education (Penalty Notices) (England) Regulations 2007
(Name of pupil). Registered pupil at (School).**

This is a formal warning that you are at risk of being in breach of the above regulations. Your child, has been absent from school and the absence has not been authorised. If the number of unauthorised absence sessions reaches 21 or more in the current and/or previous term the Local Education Authority may issue you with a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable for prosecution for this offence.

If you wish to discuss the matter further please contact me urgently.

Yours sincerely

Pupil Attendance Plan

Pupil name:

Year group:

Term pupil identified as having persistent absence:

Attendance percentage:

Plan completed on:

by:

Role:

Present:

<i>The parent/pupil's perspective</i> Reasons the parent/pupil is giving for absence:	
<i>Specific patterns of absence</i>	
<i>Analysis of attendance data for previous 12 months (attach printout where possible):</i>	Main reasons for absence by code:
<i>Are the same half days/days missed every week?</i>	
<i>Other trends:</i>	
<i>Possible issues preventing attendance - for example health problems, family situation, problems with staff/other pupils, life outside school more interesting, educational history, attendance history, current school concerns additional to attendance:</i>	
<i>Support in school/outside agencies support already in place:</i>	
<i>Pupil attitude/approach to learning/specific needs/difficulties with work:</i>	

Considered solutions discussed and agreed with pupil/parent to improve attendance - for example, help to catch up with missed work, support from staff in school, parental engagement, sanctions/rewards, referral to counsellor, referral to outside agency, CAF considered, GP referral:

Attendance Target Set:

Actions:

Date	Comments

_____ **SCHOOL – MEETING RECORD**

Child

Date of Birth

Present:

Issued Discussed

Actions

Date: _____ Signed _____

Dear

Re: Billy Smart, dob

During the last four/six weeks of school, Billy had an attendance rate of% and only completed half-day sessions in school out of a possible OR Billy's attendance currently stands at %. This is an unacceptable level of attendance. As Billy's parent(s), I must remind you that it is your legal responsibility to ensure he attends school regularly and punctually.

We are unwilling to authorise any further absences for Billy without medical confirmation that he is unfit to attend school. It is your responsibility to provide this and for any costs incurred in doing so. This will enable the school to authorise the absences. Without this, the absences

will remain unauthorised and the school may request the Local Authority to issue a Penalty Notice. The attached sheet explains Penalty Notices.

It may be helpful for us to discuss the matter further. I would therefore like to invite you into school to meet with the Local Authority Attendance Improvement Officer and myself on at The aim of this meeting will be to devise a plan to support ___ to resume regular attendance at school.

If the above appointment is not convenient, please contact me so that we can arrange another time.

Yours sincerely

Headteacher

enc

cc: AIO

Letter 1

Dear

At _____ School we are committed to the achievement of all our pupils. We want to ensure that every pupil enjoys coming to school and we will support them to fulfil their potential. Regular attendance and punctuality is vital if this is to happen.

We recognise that there are times when your child may be absent from school because of genuine ill health and for these reasons we will authorise the absence and we will want to work with you to make sure your child's absence is not detrimental to their progress. If your child's level of attendance deteriorates we will contact you and work with you to support and improve their attendance.

However, there may be occasions when the reasons provided by you for your child's absence are not acceptable and we make a decision not to authorise your child's absence.

One of the measures available to us at _____ School to address and reduce unauthorised absence is the use of Penalty Notices. A Penalty Notice may be applied for if a pupil has more than 21 sessions of unauthorised absence in the current or previous term. In such cases, we will send a warning letter to you and allow you 10 days to improve the situation. We will then follow this first warning with a formal notification, explaining that a Penalty Notice may be issued.

A Penalty Notice is a fine of £60 if paid within 21 days of the notice being issued or £120 if paid after the 21 days but within 28 days of the notice being issued. If the notice is not paid after 28 days then you are liable to be prosecuted.

Whenever we issue a Penalty Notice we will always do so in accordance with the guidelines laid down by Hertfordshire County Council. A copy is available for parents on request.

I hope that this letter explains our position regarding the importance of every pupil's attendance and progress but if you wish to discuss this further please do not hesitate to contact me at the school.

Yours sincerely

Headteacher

Cc: AIO

Certificate of Attendance

Name of Child:	Date of Birth:
School/Academy Attended:	Form:
Parent/Guardian:	Address:

Week Commencing	Mon	Tues	Wed	Thurs	Fri	Possible attendance	Authorised absences	Unauthorised absences
						Total		

Present		Absent		School closed
AM	PM	Authorised	Unauthorised	

Presented under the provisions of Section 566 of the Education Act 1996

I hereby certify that the above named child is a registered pupil at (name of school/academy) and that the above is an accurate record of his/her attendance.

Signed: Headteacher

SOUTH OXHEY PRIMARY SCHOOLS

Procedure for Issuing Penalty Notices

1 Letter 1 sent to all parents at beginning of new academic year.

- 2 *Letter 2 sent by Headteacher to parents explaining attendance concerns, informing them that future absences will be unauthorised, including explanation of Penalty Notices and inviting parents into meeting in school.*
- 2 *Meeting held in school. Record of meeting sent to parents.*
- 3 *Attendance monitored - If further absences, B1 warning letter sent from Headteacher after 6 half-days of unauthorised absence.*
- 4 *Attendance monitored - If further absences B2 breach letter sent from Headteacher after 21 half-days of unauthorised absence.*
- 5 *Attendance monitored for further 10 days - After one further unauthorised absence Penalty Notice application form completed, checked and signed by Headteacher and passed to AIO.*
- 6 *Penalty Notice application received by Local Authority, Team Manager reviews and issues Penalty Notice - £60 if paid within 21 days, £120 if paid within 28 days.*

NB: If Penalty Notice not paid, then prosecution under Section 444 (1) may be initiated by Local Authority.