



**This policy has been based on  
Staffordshire  
Model School Attendance Policy**

**June 18**

**This policy is to promote and co-ordinate Attendance at Trinity Federation. It was agreed by the Governing Body in Summer 2018 and is scheduled for review in Summer 2021.**

**Principles :**

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well being of children including safeguarding, behaviour, bullying, and support for children with medical needs.
- All children should be in school , on time, every day that school is open unless the reason for absence is unavoidable

**School Responsibilities :**

- We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

**Parents or Carers Responsibilities :**

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.

- Try to make medical, dental or other appointments outside the school day
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

### **The importance of good attendance and its link to attainment :**

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. [February 22<sup>nd</sup> 2015 Department of Education](#)). The research is based on data from all schools in England going back several years.
- The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.
- For example, at the end of the 2012/13 Academic year 94% of pupils who were present all the time achieved 5+ GCSE A\* - C or equivalent. Where attendance dropped to between 85 and 90% only 75% of pupils achieved these results. This equates to an absence of around 1 week per year during Years 10 and 11 and clearly illustrates the impact of attendance on attainment.
- The same pattern is also seen at primary school level, where pupils missing up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve above age related expectations in reading, writing or maths tests than those with no absence.

### **Admissions Register :**

Trinity Federation keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school. Trinity Federation keeps a record of attendance register entries for at least 3 years and we inform the local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they ;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

## Elective Home Education :

If Trinity Federation receives written notification from parents that you wish to home educate your child then we will inform the Local Authority via Entrust at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk) of the decision to remove the child's name from the admissions register. Whilst Trinity Federation will not seek to prevent parents from choosing to electively home educate their child, neither will we seek to encourage you to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

## Attendance data and targets :

### State Funded Primary Schools Two terms data ( Autumn 2017 and Spring 2018)

|   | England | Staffordshire | Schools |      |          | Target<br>2016-17 |
|---|---------|---------------|---------|------|----------|-------------------|
|   |         |               | St<br>M | St L | All<br>S |                   |
| Overall attendance %                            | 96.1    | 96.3          | 97.2    | 95.0 | 95.3     | 97                |
| Authorised absence (%)                          | 3.2     | 3.2           | 2.56    | 4.1  | 4.4      | 3                 |
| Unauthorised absence (%)                        | 0.7     | 0.5           | 0.3     | 0.8  | 0.4      | 0                 |
| Persistent Absence %<br>(based on 10 % absence) | 2.8     | 2.4           | 2.75    | 0.05 |          | 0                 |

## Definition of persistent absence :

Persistent absentees are defined as those pupils missing around 15 % or more of the typical amount of possible sessions across a given period. From September 2015 this definition will change to include pupils missing 10% or more of possible sessions. For the Academic Year 2015-16 only, data will be collected and published nationally for both measures to allow continued comparison.

## School Specific Procedures related to :

### Reporting Absences

It is parents'/carer's responsibility to inform the school of the reason for a child's absence as soon as possible. The normal expectation is that a parent would telephone the school by 9.30 a.m. on

the first day of absence. Where a child is ill the school should be notified of the nature of the illness and, when this can be predicted, the expected date of return to school. This is part of Child Welfare, to inform school that carers know the whereabouts of the child. Failing that, the school endeavours to contact parents/guardians to ensure the absent child is safe and to enquire why they are absent.

If contact with parents cannot be made within three days by the school regarding an unexpected absence then the Education Welfare Worker will be contacted to investigate.

The Local Authority will be informed if there is an unexplained absence of longer than two weeks or children display irregular patterns of attendance causing concern.

### **Lateness**

Parents who bring their children to school after registration has closed will be asked to sign the Late Book. Parents should be aware that our register closes at 9am. Any child arriving after this time without prior consent will be marked as a 'U' code in the register. This is classed as an unauthorised absence and will affect your child's overall percentage of attendance mark. **This will also lead to penalty notice proceedings if a child were to incur 10 marks over a 12 week period. This will result in an unauthorised absence. 10 unauthorised absences due to lateness will result in the Attendance officer being informed.**

### **Reporting to Governors regarding school attendance data, policy and procedures**

The headteacher reports attendance data to governors termly as part of the headteacher report to governors.

### **Involving other agencies**

The Local Authority will be informed of the absence of any child for a continuous period of 10 days or more without school's permission and school may involve the Local Support Team and take due regard of safeguarding procedures where absence of a particular presents a cause for concern.

### **Absence during normal school hours**

#### **(Medical appointments and checkups)**

We encourage families to arrange medical appointments and checkups out of school hours or during school breaks. However, if a child is taken out of school during normal school hours then the following procedures must be adhered to.

The parent informs the school prior to the day if they intend to take their child out of school during normal hours.

The parent informs the school of the time of collection.

The parent reports to the school office and fills in the "In / Out" book or record on SIMS— detailing which child has been collected, by whom, reason for leave, time of collection, date and the adult's signature.

The child is then collected from class by a member of staff.

On returning to school during normal hours a return time is entered into the "IN / Out" book or SIMS updated. Copies of appointments may be requested

If a child is registered and then collected from school they retain their attendance mark. If a child attends an early appointment but returns to school after the register is closed during the morning session then they are marked as absent but must be entered into the "In / Out" book or on SIMS. The same applies for the afternoon session.

The "In / Out" book/ SIMS accounts for any in discrepancies in registers during a fire drill or alarm.

## **Special Occasions/Family Holidays**

Amendments to the 2006 Education(pupil Registration)(England) regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

It is for the Headteacher to determine whether an absence in this category should be authorised or not. Much will depend on the circumstances of the particular case. A leave of absence form will need to be completed.

In considering individual cases the Headteacher will take into account the nature of the event, its frequency, whether advance notice was given and the overall attendance pattern of the child. The Headteacher will also determine the number of school days a child can be away from school if leave is granted.

## **Penalty Notices for leave of absence (holiday) during term time and persistent absence**

The Governing Body has adopted the

- Stafford LA Guidelines in accordance with the Department of Education [School Attendance Parental Responsibility Measures Statutory Guidance January 2015](#) for Penalty Notices where a child has taken **any** 10 unauthorised sessions due to holiday or a combination of codes and holiday.
- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance –Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers

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## **Information Sharing**

Trinity Federation will at all times follow policies for data protection, safeguarding and complaints procedures if an alternative external agency is used by the school to support pupil attendance

**Monitoring and analysis** of attendance data takes place by the Business managers and headteachers and the Education welfare worker to ensure appropriate action is in place to encourage good punctuality and attendance for all pupils including vulnerable group

Mrs Searle  
Mrs Yates  
All Saints CE(A) Primary School  
Bednall  
01785334977

Mrs Porter  
Mrs Grundy  
St Michaels CE (A) First school  
Penkridge  
01785712344

Mrs Smith  
Mrs Yates  
St Leonards CE (C) First School  
Dunston  
01785 712488

### **Legal Framework :**

- The Education Act 1996 ;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011. ;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

### **Appendices :**

- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance –Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers
- Example proformas such as school 'Leave of Absence' request or referral form for support from an external agency
- Example letters such as colour coded letters to parents related to levels of attendance

### **Signatures and Date of Review :**

Autumn 2021