



# Forest Hill Partnership

<b>Policy</b>	<b>Attendance and Punctuality</b>
<b>Author/Person Responsible</b>	<b>Helen Porter</b>
<b>Date of Ratification</b>	<b>November 2020</b>
<b>Review Group</b>	<b>FGB</b>
<b>Ratification Group</b>	<b>FGB</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Review Date</b>	<b>November 2021</b>
<b>Previous Review Amendments/Notes</b>	
<b>Related Policies</b>	<b>Child Protection and Safeguarding Children Missing Education Policy 2017 (South Gloucestershire Policy)</b>
<b>Chair of Governors Signature</b>	

## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices:</b>	Policy	<b>DATE:</b>	Sept 2019
<b>EIA CARRIED OUT BY:</b>	RN	<b>EIA APPROVED BY:</b>	R Newman

### Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	None	
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	None	
<b>Gender reassignment</b> (transsexual)	None	
<b>Marriage and civil partnership</b>	None	
<b>Pregnancy and maternity</b>	None	
<b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	None	
<b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)	None	
<b>Sex</b> (male, female)	None	
<b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)	None	

Any adverse impacts are explored in a Full Impact Assessment.

## **Distribution List**

- **Full Governing Body**
  - Ratification at Full Governing Body
  
- **Internal**
  - Kings' Forest Primary and Staple Hill School Web Sites
  - Staff Meeting
  - Stored on school Office drive
  
- **Paper Copies**
  - Head teacher's office
  - Front Office
  
- **Internet Copies**
  - Kings' Forest Primary School Web Site [www.kingsforestschoo.co.uk](http://www.kingsforestschoo.co.uk)
  - Staple Hill Primary School Web Site [www.staplehillshoo.co.uk](http://www.staplehillshoo.co.uk)

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Parents have a legal duty to ensure the regular full-time attendance at school of registered pupils (Section 7, Education Act, 1996). Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. The Forest Hill Partnership (made up of King's Forest Primary School and Staple Hill Primary School) takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

The role of the parent/carer in supporting the school's efforts in securing high levels of attendance is critical. At the Forest Hill Partnership, we intend to maintain close, effective and positive links with our parents and ensure that they are contacted on the first day of absence if no explanation has been received.

The Forest Hill attendance target is 96%. At both King's Forest Primary School and Staple Hill Primary School, regular attendance means attending school every day.

The purpose of this policy is to outline the procedures for promoting good attendance across both schools. The policy includes:

- Guidelines for electronic registration
- Guidelines for responding to absence
- Procedures for communicating with parents
- Monitoring of attendance

### Electronic Registration

- The class teacher will take a register recording who is present and absent using the electronic registration system every morning by 9.00 am and afternoon by 1.20 pm.
- The class teacher will mark on the register those pupils present and will leave blank any children who are absent. The school office will update any information regarding absences. (See absences below)
- The total number of children in class should be recorded on the class whiteboard each day to aid with fire procedures.
- If the Electronic Registration fails to work, staff will take the register using a laminated paper version of the register. These are then sent back to the office for processing.
- The office staff will print out a Fire Attendance List each day which will be kept in the Fire Drill Folder in the main office. This list will be used to ensure all children have evacuated the building in the case of a fire or other emergency.

### Lateness

- Pupils who arrive after 9.00 am need to report to the main office where they will be asked to sign the late book and will then be marked as L (Late before registration is closed) on the Electronic Registration System.
- Pupils who arrive after 9.30am will be marked as U (Late after registration is closed) on the system. All staff need to be aware that any child arriving late MUST register at the office for purposes of fire regulations. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence.

- Where there are more than 10 sessions of U codes in a '7 school week period', the school may request the local authority to issue a penalty notice warning letter. If there are further U codes within the 15 school days following the receipt of the warning letter, the local authority may issue a penalty notice.
- Parents / carers who pick their children up late after school will need to sign the late book.
- Parents who regularly pick their children up late will be asked to meet with the Headteacher /Deputy Headteacher to discuss ways forward.

### Holidays in Term Time

- No holidays will be authorised during term time. Any holidays taken will be recorded as unauthorised on a child's attendance register. In exceptional circumstances, the Headteacher may decide to authorise a request for holiday absence. Leave of absence will be considered based on the individual facts and circumstances of the case. For clarity, 'once in a lifetime' holidays will not be considered as exceptional circumstances.
- If parents wish to take their child on holiday, they must inform the school in writing no later than two weeks in advance.
- The schools may request a penalty notice from the local authority for any child with more than 10 unauthorised sessions within a '7 week period'. This is a fixed penalty of £60 for each parent/carer per child, if paid within 21 days (rising to £120 if paid within 28 days).
- The decision to request a fine will be made by the Headteacher.
- If the Headteacher decides to request a fine then he/she will need to inform the Senior Education Officer using the 'Request to Issue a Penalty Notice for Leave during Term Time' within 15 days of the child returning to school, after the last unauthorised absence.
- Any requests for absence due to special circumstances on medical, religious or compassionate nature should be made in writing to the Headteacher. (See Absences below).

### Absences

- If a child is absent for any reason the parents / carers should contact the school on **every** morning of absence and state the reason for the absence. This will be recorded in the absence book in the office and then added to the Electronic Registration System. The school will then decide if it wishes to authorise the absence or record it as an unauthorised absence.
- A reason for a period of absence is always required. The school will contact parents / carers who have not contacted the school regarding an absence on the first day (by phone call). If the parents cannot be reached, the absence will be recorded as unauthorised. If contact cannot be made with the parents/carers, other named adults on the child's contact list may be used to try and establish the child's whereabouts. If the child is subject to a Child Protection Plan or there are safeguarding concerns, then the school will contact the named social worker on the first day of absence. The school may also deem it necessary to contact the police and ask that a welfare check be carried out. The school may also contact the Educational Welfare Officer and request them to make a home visit
- If the school have not received a reason for absence after a period of five days, the school will contact the Local Authority and report the pupil as a "child missing education".
- Absences are authorised at the discretion of the Headteacher. Examples of where an absence may be authorised are:
  - The child is ill or is prevented from attending by unavoidable cause;

- The child needs to attend a medical appointment that can only be made during school hours;
- The child is absent on days exclusively set apart for religious observance in their particular faith;
- Exceptional special occasions (one which is unlikely to occur again in the foreseeable future)

Examples of where an absence will not be authorised:

- Holidays
  - Birthday outings
  - Shopping trips
  - Family outings
- Parents should write to the Headteacher, in advance, if they wish to request an authorised absence for any exceptional special occasions.

#### Child Missing Education:

The school follows the South Gloucestershire Children Missing Education Policy. Where a child is missing from education and the school has made usual enquiries and no contact can be made, the school will report that child as missing from education using the Child Missing Education referral form provided by South Gloucestershire.

<https://www.southglos.gov.uk/documents/CME-Policy-2017.pdf>

#### Medical:

Where a consultant paediatrician deems that a child is not medically well enough to attend school, a referral will be made to Pathways Learning Centre who provide Education Other Than at School for pupils who are residents of South Gloucestershire.

#### Attendance Monitoring Procedures.

All staff are encouraged to inform the Headteacher/Deputy Headteacher, if they are concerned about a child's attendance.

Pupil's attendance will be monitored on a regular basis by the Headteacher to ensure that all children are attending school.

Parents/Carers will be contacted if a child's attendance shows cause for concern in order to discuss the issues surrounding the attendance. A plan of action will then be put into place and the attendance will continue to be monitored. Parents may be contacted for the following reasons:

- The percentage attendance is below 96%;
- The number of broken weeks is high;
- There are unauthorised absences;
- There is recorded lateness;

- Holidays are taken during term-time;
- A child shows signs of not wanting to come to school (School Refuser).

During the school year, we wish to encourage the highest possible individual attendance rate so that children have the best opportunities to learn. All members of the school will work together to promote good attendance in a positive and constructive manner and absences will be challenged.

**Step 1:** Headteacher/Deputy Headteacher, with the support of the school Family Support Worker, monitors attendance every two weeks.

Children with less than 96% attendance, a high number of broken weeks and lateness are identified.

**Step 2:** An initial letter sent to parents/carers of identified children to highlight the attendance issue. Attendance monitored over the next four weeks.

**Step 3:** If attendance has improved, no further action is taken. If attendance has not improved, parents/carers invited to attend a School Attendance Meeting (SAM) where a School Attendance Plan is drawn up. No further absence will be authorised without medical evidence. Attendance monitored over a six-week period and a EHAP is considered.

**Step 4:** If attendance improves, no further action taken. If attendance does not improve parents/carers invited to a formal Attendance Panel Meeting, the beginning of the legal process. Attendance is monitored over 6 weeks.

**Step 5:** An attendance review meeting is held. If attendance has improved, further monitoring over 6 weeks will take place to ensure this good pattern continues. If no improvement, a representative from South Gloucestershire County Council will attend and parents/carers may be asked to attend a court hearing. Other agencies such as social care may be contacted, if necessary.