

# STANBURN PRIMARY SCHOOL



## Attendance Policy

<b>Committee Responsible:</b>	Governing Body
<b>Review Date:</b>	December 2023
<b>Reviewed By: (Committee Name)</b>	Full Governing Body
<b>Next Review Date:</b>	December 2024
<b>Name and Signature:</b>	Elaine D'Souza

The Harrow Attendance Team have created a Harrow Attendance Policy which they would like all Harrow schools to adopt as it supports the new school attendance guidance ([Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/114444/Working_together_to_improve_school_attendance.pdf)). They would like to see all schools in Harrow adopt the same attendance policy as they believe that this will support continuity throughout the borough in how attendance issues are handled.

The Stanburn School Attendance Policy has been updated using the new Harrow template.

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# 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Governors at Stanburn aim to meet the aims of this policy alongside the Head teacher/ the designated senior attendance lead to raise attendance levels.

### **3.2 The headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Malik and can be contacted via the school office at 020 8954 1423 /or [office@stanburn.harrow.sch.uk](mailto:office@stanburn.harrow.sch.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Senior leader (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Ms Joshi and can be contacted via the school email at [office@stanburn.harrow.sch.uk](mailto:office@stanburn.harrow.sch.uk)

### **3.5 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via SIMS to the school office on the same day by 8.50 am.

### **3.6 School admin staff**

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/arrange meetings with the senior attendance lead in order to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends school every day on time

- Call the school to report their child's absence before 9.15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return. Where parents have not been able to make contact with the school to explain the absence, a written note or email notification can be sent on the child's return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

### **4.1 Attendance register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school 8.45am on each school day. The school operates a 'soft start policy' whereby pupils can arrive at 8.25am and start to go into their classrooms from 8.35am, so that they are ready for the start of the school day.

The register for the first session will be taken at 8.45am and will be kept open until 8.55am The register for the second session will be taken within 10 minutes after their lunchtime slot ends.(12.15pm-1.15pm)

### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.15am or as soon as practically possible by calling the school office and leaving a message on the absence line or send an email to [office@stanburn.harrow.sch.uk](mailto:office@stanburn.harrow.sch.uk) . (see also section 7). Where parents have not been able to make contact with the school to explain the absence, a written note or email notification can be sent on the child's return. On receipt of this note, the school

will decide whether to authorise the absence. If no note is received, or the reason offered is unacceptable, the absence is recorded as unauthorised

Absence due to illness is marked as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **4.3 Planned absence**

At Stanburn School leave is not granted during term time, as it has a detrimental effect on pupil progress, pupil attainment and their attendance. It is a popular misconception that parents have the right to take their children out of school for a family holiday of up to 10 days during term time. This is not the case. By law, there is no right for parents to demand leave of absence for a child for the purpose of going on holiday or other social reason. The legal position is that only the school has the (discretionary) power to authorise any leave during term time in 'exceptional' circumstances only. The request must be made in writing, in advance (except in an emergency) and no travel arrangements should be made until the absence has been authorised.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/carers should make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

In cases where a potential short-term absence is known in advance, such as for observance of a major religious festival as agreed by SACRE or an unavoidable dentist appointment, the school must be made aware in writing as soon as is practically possible in advance of the date, stating the reason for the likely absence. As noted above, such absence can only be authorised by the school, not the parent. Nonetheless in all circumstances, reasonable requests will be looked on sympathetically.

### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Pupils arriving after 9.15am are registered as unauthorised late. (U mark). Parents/carers of pupils who are persistently late are sent a first warning letter. If punctuality does not improve then parents/carers are called for a meeting. School offers support where possible eg breakfast club.

### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may do a home visit after the second day of non-contact. A letter is left at the house requesting the parents/cares to contact the school urgently. If there is an older sibling at high school, they are also contacted. If there is no contact by day 3 then CME officer is alerted.

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

## 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and punctuality levels at the end of each term via their termly report card and at parents' evenings.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated before the absence and in accordance with any leave of absence request form, accessible via the school website or school office. The Senior leader may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Other valid reasons for authorized absence can be found in the School Attendance Guidance [School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106222/school-attendance-guidance-may-2022.pdf)

### 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices will be issued by the local authority, when requested by the Senior Attendance Lead.



The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority will proceed to prosecution.

Information regarding penalty notices can be found on Harrow Council's website [Education Penalty Notices – Harrow Council](#)

## 6. Strategies for promoting attendance

The expected attendance rate for each child is 97%. The class(es) with the best attendance and punctuality in lower school and upper school are announced every Friday in the Attendance Assembly. They are awarded with the school bears, Dance (attendance) and Punch (punctuality). This information is shared with parents each week through Dojo to ensure that the importance and status of exemplary attendance is brought to the community's attention. At the end of the year those children with 100% attendance and punctuality are presented with a special certificate.

## 7. Attendance monitoring

The Senior Attendance Lead and Attendance officer meet every week and analyse the school data. Persistent absentees and persistent late comers are identified. The reason for poor attendance (logged on SIMS) is looked at. Where patterns are forming those pupils are then flagged and initially monitored internal for the next two weeks.

Further more detailed analysis of the data is carried out where the pupils are put in relevant categories ie Pupil Premium, SEND, CIN/CP etc... The school meets with the families to identify the barriers to good attendance and punctuality. Through discussion families are offered support and strategies are shared to help improve attendance.

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

### Harrow's Attendance Intervention Model

Phase	School actions	LA Attendance Team Services	LA Children's Services
<b>Phase 1</b>	<p>First day response – log of texts/calls</p> <p>1<sup>st</sup> school warning letter – after either 5 unauthorised days or attendance drops below 90%. School to set monitoring period to review attendance.</p> <p>If no improvement during monitoring period – Second school warning letter to be issued.</p> <p>EPN to be issued when threshold for unauthorised absence is met</p>	Issue EPN if required	
<b>Phase 2</b>	<p>Meeting / School Attendance panel with parents</p> <ul style="list-style-type: none"> <li>- Complete MASH form with parental agreement for Early Support or refer to other services</li> <li>- School and parents to sign attendance contract</li> <li>- School to inform parents about possible referral to LA pre-court panel and specify monitoring period</li> </ul>		MASH Team receive MASH form and consider for Early Support, worker allocated
<b>Phase 3</b>	<p>If no progress has happened and further unauthorised absences have occurred, school to send Pre-Court Panel referral form to LA with chronology.</p> <p>School to attend pre-court panel meeting with LA.</p>	Review chronology, arrange pre-court panel if appropriate.	
<b>Phase 4</b>		If no progress or engagement at Pre-Court Panel after monitoring period, LA to pursue court action.	

## 8. Monitoring arrangements

This policy will be reviewed if guidance from the local authority or DfE is updated, and as a minimum 2 years by Mrs Malik, Senior Attendance Lead. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Absence request form

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day