



# ATTENDANCE POLICY



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## **INTRODUCTION**

At Holbrook School we believe that regular attendance by pupils is a crucial factor in raising achievement and ensuring that all receive the BEST possible education. We also believe that prevention of unauthorised absence forms an integral part of our policy to promote good behaviour, discipline and raises achievement.

### **1. AIMS**

- 1.1 To encourage and secure attendance
- 1.2 To maintain the school attendance levels as close as possible to the national expectation.
- 1.3 To reduce the incidence of unauthorised absence
- 1.4 To keep extended holidays to a minimum by raising awareness of their impact on education.
- 1.4 To reward good or significantly improved attendance
- 1.5 To ensure regular monitoring of attendance at school and individual level
- 1.6 To enhance opportunities for disaffected pupils
- 1.7 To improve punctuality
- 1.8 To keep all pupils safe

### **2. RATIONALE**

In the development and implementation of this policy we have identified the following as important elements.

- 2.1 The use of a computerised attendance system
- 2.2 The maintenance of close working relationships with the Family Hub Team (Foleshill)
- 2.3 Raising the profile of attendance across the whole school
- 2.4 The support and involvement of parents
- 2.5 The involvement of the school's Learning Mentors

### **3. PROCEDURES FOR COMPLETING REGISTERS**

- 3.1 Class teachers are required to mark on line and paper registers at the start of each session. An absence report is completed each week by the Learning Mentor with responsibility for attendance. The absence report identifies absences and shows whether these were authorised or unauthorised.
- 3.2 An authorised absence is one where the school has accepted the explanation offered as a satisfactory justification for the absence. Examples of authorised absences would include:
  - Illness, medical and dental appointments
  - Days of religious observance, previously agreed by headteacher
  - Interviews for school places
  - Dual registration with a special school, PRU or other educational establishment
  - Exclusion
  - Family bereavement (close family relatives - short period of time agreed with headteacher)

Other absences are likely to be unauthorised. Where teachers or learning mentors are uncertain they must seek advice from the head teacher.

- 3.3 Where parents do not offer any explanation for an absence we will send letters, texts or telephone to establish a reason for the absence. If the absence continues, we will carry out a home visit and where we have concerns, request a safe and well check from the police.
- 3.4 The registers remain open in classrooms until 8.45 am. Children who arrive between 8.45 and 9.15 will be marked late and their names entered into the lates book together with a reason for the lateness.
- 3.5 Children who arrive later than 9.15 will be marked with a U – arrived after registers have closed. In effect this mark shows that the children are in school (needed for health and safety) but this session cannot count towards their attendance.

#### **4. SCHOOL AND FAMILY HUB PARTNERSHIP**

- 4.1 The school works very closely with its Family Hub Team (Foleshill based) to promote good attendance. The Family Hub Team visits the school half termly to review attendance patterns.
- 4.2 At the start of a new academic year, Learning mentors identify those with attendance causing concern and they begin the year on a 6 week plan and parents are notified through an attendance letter (blue paper)
- 4.3 School monitors registers termly, and pupils whose attendance is falling below 96% are targeted initially. Those who then dip below 90% are placed on a 6 week plan to try to avoid further slippage.
- 4.4 If attendance continues to fall, the school seek LA involvement and if attendance dips to 85%, the LA support with next steps.
- 4.5 The Learning Mentors meet with the AHT for their hub and review school attendance weekly. At this meeting the attendance of targeted children is reviewed and actions planned as necessary. Incentives and rewards for good attendance include: highest attending class of the week - reward scheme (odds and evens awards assembly). Annual attendance rewards are also given for those over 99%.
- 4.6 Children whose attendance is of concern are placed on the targeted children list and their attendance is monitored weekly. Letters on blue paper are sent home to inform parents that their child's attendance is causing concern.
  - If attendance fails to improve, the learning mentors will seek support from the Family Hub Team (85%) who will then take appropriate action including meeting with the learning mentor and parents.
  - Awareness raising letters to parents with a computerised print out showing pattern and percentage of absence will be sent.
  - Home visit from the Family Hub Team or Learning Mentor
  - Invitation to parent to attend an interview with the teacher, Assistant Headteacher or Head teacher to discuss ways of improving attendance
  - Collaborative work with the school nurse to work with parents whose children have frequent absences due to medical reasons
- 4.7 Learning Mentors and the Family Hub Teams may also provide a range of other support:
  - Intensive support work for individual pupils
  - Group work with pupils identified as being vulnerable
  - Work with parents supporting those in difficulties over their child's attendance or over a broader range of problems
  - Co-ordination of interagency meetings involving others, such as Behaviour Support Services, Social services, Child and Mental Health Services, MDT
  - In-service training for staff

- When staff are concerned about a child's attendance they inform the learning mentor who will investigate and take appropriate action e.g. a home visit, an agreed six week plan. The outcome of the referral is communicated to the head teacher and a copy placed in the LM's attendance file. Where the Learning Mentors are unable to resolve the matter, a referral will be made to the Family Hub Team- Ellen Morgan- LA Attendance Officer.

## **5. Parental Involvement**

- 5.1 We believe that the involvement of parents is one of the key requirements for addressing issues surrounding improving attendance. We will ensure that parents are made aware of their responsibilities with regard to attendance in line with government guidance, i.e. parents should ensure that children attend school regularly, arrive on time and are properly attired and in a condition to learn.
- 5.2 Parents are required to let school know when a child is absent and provide a reason. This is made clear to them on admission to school and also in our newsletters. We would normally expect notification on the first day of absence.
- 5.3 Absences are monitored and unexplained absences are followed up with a request for an explanation. These are recorded with as unauthorised if no reason is provided.
- 5.4 In cases where unacceptable reasons are given, e.g. parents have taken a child shopping, the school will discuss the matter with parents and inform them that the absence will be unauthorised.
- 5.5 In cases where we believe a child to be "home alone" or caring for siblings with no adult present, we will phone the police who will manage the situation, carrying out a safe and well check and making the necessary referrals to Social Care and Safeguarding.

## **6. Extended Holidays**

- 6.1 Following amended guidelines from DFE we will not authorise any extended holidays.
- 6.2 Holidays are recorded with a G code but only where the school has received a completed holiday form. If no holiday form is received, the absence should be recorded as unauthorised and the procedures should be followed in line with the Dfe Child missing from education.
- 6.3 All parents taking the child out of school for an extended holiday will be requested to meet with the Head Teacher and complete a form in this meeting. This form states that it is the parent's intention to take their child away from school during term time and accept that it will be an unauthorised absence.
- 6.4 The parent will also be asked to record what country they are visiting. This information will support the school in acting appropriately in the following situations:

Where concerns of female pupils at risk of FGM are highlighted, questions will be asked around this to ensure the child's safety. Where concerns still persist, an urgent referral will be made to RAS (Referral and Assessment Service)

Where concerns of visiting countries where groups of people are at war and there are concerns for the safety of the children and association of extremism, a referral will be made to the appropriate body following guidance from the PREVENT Duty.

- 6.5 All parents receive a letter annually stating that if their child is absent from school for five or more days and is above the age of five, they will incur a fine. This fine is for both parents.
- 6.6 Children's places will be kept open for a maximum of 21 days. If parents wish to take a longer holiday they will be informed that their child's name will be taken off roll.
- 6.7 Where a child has not returned, ten days after their stated return date on the holiday form, a child missing from education form must be completed and the Local Authority informed.

- 6.8 Where no holiday form has been completed, a maximum of twenty days can pass before a child missing from education form should be completed and the matter should be reported to the Local Authority.
- 6.9 During both situations, where a child has failed to return to school, home visits should be made, attempts to contact family members, asking neighbours if they have seen the family, checks around the property for evidence of the family being there ie check bins etc should be made.
- 6.10 In all other circumstances of non-attendance, if children do not return to school after 21 days of the first day of absence, Learning Mentors will make attempts to contact the family but ultimately, a child missing from education form will be completed and referred to the Local Authority and once reported, the children's names will be taken off roll. If their parents or a relative contact the school and provide a valid reason for absence, this may be considered if mitigating circumstances and the child will be left on roll. However, the family on their return, will still receive a fixed penalty notice. If a child is unable to travel because of medical reasons this must be supported by a medical note which must be faxed to school at the time of the illness.
- 6.11 We always issue fixed penalty notices for any unauthorised absences.

## **7. RAISING THE PROFILE OF SCHOOL ATTENDANCE**

- 7.1 We believe that good or improving attendance should be rewarded at individual and class level.
- 7.2 Each week, through awards assembly, attendance of each class is considered and those over 96% are celebrated. Those classes attaining 100% receive a whole class treat.
- 7.3 Individual attendance of 100% is recognised each term and rewarded.
- 7.4 Each class attendance is featured in the weekly school newsletter. Our target and current attendance % is posted at the entrance to the school.
- 7.5 Children who have patterns of poor attendance or punctuality will be set targets and rewarded for achieving these targets. Learning Mentors will make direct contact with these parents at termly parents' evening.
- 7.6 Children causing concern are given individual targets through the six week plan Learning mentors speak with parents at parents' evenings.

## **8. REMOVAL OF PUPILS' NAMES FROM THE REGISTER**

- 8.1 A child's name will be removed from the register if they move to another address and hence change schools. This may only be done with the Head Teacher's consent once it is clear that another school is admitting the pupil, ie requested a CTF file.
- 8.2 If a child has "disappeared" from the area without explanation, the Family Hub team should be informed and all attempts made to ascertain the whereabouts of the child. This might involve telephoning emergency contacts previously given to school or home visiting.
- 8.3 If this does not produce any information and there are serious concerns for a child's safety then a Child Missing from Education referral will be completed and sent to the Family Hub team.
- 8.4 If a child moves to attend a non-statutory school, we will report to the Family Hub team so that they can take appropriate action before removing the child's name from the register. The purpose of this would be to confirm that the child has taken up a place at this school.
- 8.5 If a parent decides to remove their child in order to home tutor, school will inform the SEN office of this decision.



**Confirmation of meeting between the Head Teacher and  
parents to discuss impact of extended absence on child's  
achievement**



The school recommendation is that you do not take your child out of school for holidays. Permission will not be given and the absence from school will be unauthorised.

All unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance, whatever the reason even if the family representative feels that the absence is of unavoidable cause.

Child/ren who are absent for more than 20 days will be removed from roll and there can be no guarantee of a school place being available on return

**Notification of Extended Holiday**

Name of child(ren) \_\_\_\_\_ Class \_\_\_\_\_  
 \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Reason for unauthorised absence \_\_\_\_\_  
 \_\_\_\_\_

Country Visiting: \_\_\_\_\_

Dates of unauthorised absence from \_\_\_\_\_ until \_\_\_\_\_

**I understand that removing my child from school will have a detrimental effect on their education and will incur a penalty fine.**

Signature of parent(s)/carer(s) \_\_\_\_\_ Date \_\_\_\_\_

Print full name \_\_\_\_\_

Contact address/ phone number whilst away \_\_\_\_\_

**Office use only**

Name of child \_\_\_\_\_ Class \_\_\_\_\_ Current attendance \_\_\_\_\_ %  
 Name of child \_\_\_\_\_ Class \_\_\_\_\_ Current attendance \_\_\_\_\_ %  
 Name of child \_\_\_\_\_ Class \_\_\_\_\_ Current attendance \_\_\_\_\_ %

The parents have been informed the school that the above children listed are being removed from school for the dates specified.  
 This absence will be recorded on the school register as unauthorised and will incur a fine.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Head Teacher