



Attendance and Punctuality Policy

Autumn 2019

World's End Junior School recognises the impact of good attendance on children's progress and attainment. This policy provides guidance on a range of issues related to attendance, including registration and lateness and the awards presented in recognition of good attendance.

Legal Requirements

Parents have a legal responsibility to ensure that their child attends school regularly. Absence can only be authorised by the Headteacher and only for exceptional circumstances e.g. illness, medical appointments, funeral, religious festivals or education at another site. It is no longer possible to authorise holidays in term time and these will be classified as unauthorised absence as this is a legal offence.

Weekly Class Attendance Award

A weekly attendance award is presented to the class with the best weekly attendance. The award is a trophy and additional play time. The importance of good attendance is emphasised throughout the academic year in weekly assemblies.

Individual Attendance

Headline Figures are sent out weekly to facilitate conversations between class teacher and students in regards to attendance. Any concerns will be logged on CPOMs and staff will be alerted to these conversations to ensure support is given and monitoring is taking place. Teachers/Phase leaders/DSLs will closely monitor pupils whose attendance is a concern and the necessary intervention and support will be put into place.

Attendance Awards

Children with 100% attendance for the term will receive a certificate in recognition of this. Certificates will also be given to children who have had 100% attendance for the year. Special recognition is given to children who maintain 100% attendance from year 3 to year 6.

Headline Figures

The Headline Figures are circulated on a weekly basis by the office. They highlight in particular children whose attendance is below 90% and who are classed as persistently absent. Key groups

of children, such as those with a special educational need, or those who are in care, are monitored. These reports are colour coded (see figure 1) and these children are monitored to see whether or not their attendance has improved. This allows actions to be decided, such as home visits, early help, or legal process. Close attention is paid to the attendance of children who are entitled to free school meals, or who have a special educational need, to ensure that there is no gap between their attendance and that of their peers.

At parents' evenings, attendance data is shared and discussed with pupils and parents – highlighting concerns and celebrating successes. A print out of each child's attendance is given to class teachers by the office.

Figure 1

Children's attendance is grouped into the following categories:

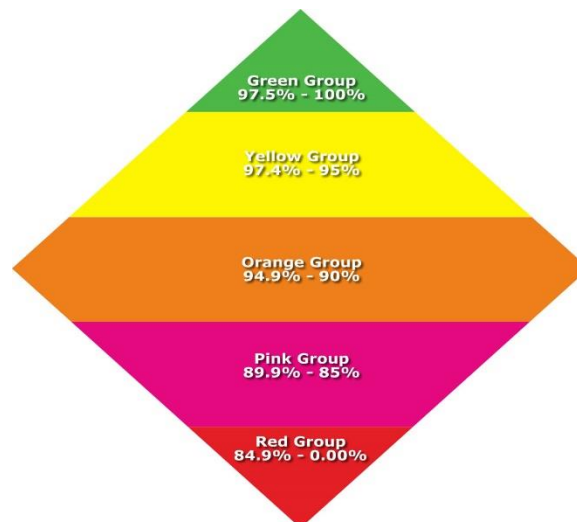
Green = Expected expectation

Yellow = Risk of Underachievement

Amber = Serious risk of underachievement

Pink = Severe risk of underachievement (PA)

Red = Extreme Risk – Further Action



Registration

Registration is from 8:45am to 9:15am each morning. Lessons begin at 8:45am and children are expected to be at school and ready to learn at this point: any child who arrives to school after 9:00am is marked on the register with the 'L' code. Any child who arrives after 9:15am is marked with the 'U' code, which means it is an unauthorised absence for the entire morning. Exceptions are made if the child is absent due to events such as a medial appointment. Any children arriving after 9:15am must be singed in via the school's entry system.

Children who are late over the week will be recorded on the Headline Figures. Children who are persistently late are monitored by the office and concerns are raised with the Senior Leadership Team and Phase Leaders. This information is also reported to the Governing Body.

Absence Notes

Absence notes from parents should be placed in the Class Information Register. These may include responses to the 'N' letters, which are sent out to parents of children with unexplained absences on a weekly basis by the office. Receipt of these letters is recorded on the register.

Registration and Lateness

The Class Attendance Register is a legal document and must be completed at the beginning of the morning and afternoon sessions by class teachers. These registers are checked by the office to ensure that the correct and legal codes are used.

A paper copy of the register is kept in the register folder, if there is problem with computer this can be filled out and given to the office. Completed registers are printed and stored in the office by 9:30am each morning to be used in the event of an evacuation.

Reporting Absence

Absence should be reported immediately to school by the Parent or Carer. This may be by a telephone call, a written note or in person, giving the reason for absence and a possible date for return. First day absence, where there has been no contact from parents, is pursued by the office who will call the parent or carer and ask them to provide a reason for their child's absence. If we are unable to contact parents or carers by day 3, a home visit will be completed.

If calls are not returned and no reason is provided for the absence an attendance letter will be issued by the office, requesting the reason for their child's. This letter explains that if no reason is given, the absence will be recorded on the register with an 'O' code – unauthorised.

Referrals to the Court Section of the Education Welfare Service

Any children whose attendance is a cause for concern are brought to the attention of the Senior Leadership Team and a decision is made in regards to initiating the legal process: 'Fast Track to Attendance'.

The process of Fast Track is as follows:

- Identify a child with concerning levels of absence either authorised or unauthorised.
- Complete early help, including 'Signs of Safety and Wellbeing' (3 houses form) with the child.
- If the child has at least one session of unauthorised absence, a letter is sent out, inviting parents to a School Attendance Review Meeting (SARM).
- If there is further unauthorised absence (adding up to 10 sessions in total over the previous 12 months), then a formal warning notice (ELIT 1) is issued, along with an up to date attendance print out.
- If there are at least 10 further sessions of unauthorised absence within 12 school weeks of the warning notice being issued, the case is referred to Education Legal Intervention Team (ELIT).

The Local Authority has statutory powers to issue Penalty Notices which may lead to prosecution. If attendance does not improve after meetings with parents, the court section of the Education Welfare Service will issue Penalty Notices. In the case of fines not being paid, this may lead to

prosecution. The school is required to support the Local Authority in preparing the cases and the Head Teacher has responsibility for issuing accurate attendance reports.

Pupil Deletion from Roll

Pupils can be removed from the school's roll in the following circumstances:

- On receipt of confirmation of enrolment from the new school and with authorisation from the Headteacher. Parents are expected to notify school when a **mid-year transfer** is taking place, giving details of the new school and date of transfer.
- If parents decide to **electively home educate** their child. They are required to have a meeting with the Head Teacher to ensure that any issues are resolved and to determine if home education is in the best interest of their child. The school will check that parents understand the process of elective home education and will provide them with information on home education:
(https://www.birmingham.gov.uk/info/20014/schools_and_learning/692/home_education/1). Once parents have given considerable thought to this, they are asked to put their intentions in writing to the Head Teacher who will authorise deletion from roll.
- If a child is absent for 3 or more days without contact from parents a home visit is carried out and reasonable enquiries are made to identify the location of the child. A full investigation will be carried out. A child will only be deleted from roll under the guidance of Birmingham City Council's **Children Missing Education Service**.
- If a pupil is part of a **managed move** the school will ensure that the child is on roll at the new suggested school before they are removed from roll.
- If a child ceases to attend World's End Junior School and no longer lives within **reasonable distance** from school, they can be deleted from roll with confirmation of new address and are referred to Admissions and Placements.
- **Failure to return from leave** when absence has been authorised by the Head Teacher and a child fails to return to school. In this circumstance the school would again contact Birmingham City Council's Children Missing Education Service for guidance.
(https://www.birmingham.gov.uk/downloads/download/1624/children_missing_education).
- If a child has a **medical condition** which prevents them returning to school while they are still of compulsory school age.
- In the event of the **death of a pupil**, the school will offer support to the family. The school nurse will be contacted and the death certificate requested.
- If a child is **permanently excluded**, a pupil can be deleted from roll after the appeal period has passed.

Pupils with Education Health Care Plans cannot be removed from roll without permission from the Local Authority. The office completes a Pupil Movement Form for any pupils who are deleted from roll. This is sent to the Local Authority.

Categories of Absence:

Categories of absence are decided by the Local Authority. Absence is authorised when it is demonstrated that:

1. The child was absent with permission from School for special circumstances, e.g. for a funeral, recorded as a 'C' Code
2. The child was ill is recorded as an 'I' Code
3. The child was observing a religious festival is recorded as an 'R' Code
4. The child was being educated at another educational location, recorded as a 'B' Code
5. The child is attending an approved enrichment activity e.g. musical, sporting is recorded as a 'P' Code
6. The child is on an educational visit is recorded as a 'V' Code
7. The child is attending a medical or dental appointment, recorded as a 'M' code.
8. Traveller children can have authorised absence if their parents are required to travel for their work. This can only be for a period of time agreed in advance by the school. The 'T' code is to be used.
9. Leave in term time for exceptional circumstances which has been agreed by the school, code 'H'.
10. Fixed-term exclusion, 'E' code.

Absence is not authorised for shopping, birthdays, days out or holidays in term time. These are all classified as unauthorised absences. The codes in use for unauthorised absence are as follows:

1. Holiday in term time, not agreed by the school, 'G' code
2. Late, before close of registers 'L'
3. Late, after close of registers 'U'
4. No reason yet provided for absence 'N'
5. Unauthorised absence, not covered by any other code or description 'O'

Authorisation of Holidays

Leave in term time, other than for exceptional circumstances, is a legal offence and action can be taken against parents who take their children out of school for this. Parents are requested to complete a leave in term time form, which is received by the Head Teacher, who decides whether the circumstances are exceptional. Each case is looked at on an individual basis, with no blanket procedure.

If the circumstances are deemed as exceptional, the leave is authorised and the 'H' code is used. If the Head Teacher decides not to authorise the absence, the office issues LD1 (Leave Denied 1), signed by the Head Teacher. This informs the parents that if they do take their child on leave, legal action may be taken.

If parents are suspected to have taken their child on leave without giving notice to the school by completing a leave in term time form, the office issues LD2 (Leave Denied 2), signed by the Head Teacher. This informs parents that they need to provide evidence if their child is absent for a reason such as illness, to avoid legal action being taken.

If parents take their child on unauthorised leave for more than 10 days, (or 5 days if they previously have had 5 days unauthorised absence), legal action can be taken upon the child's return to school. The school will then refer the case to the Education Legal Intervention Team so that a fine can be issued.

Roles and Responsibilities

Governors

Governors monitor the percentage of attendance and respond to the section of the Head teacher's report at full governing body meetings.

Head Teacher

The Head Teacher reports to the Governors the rates of attendance each term, outlining action taken to meet the school target; referrals that have been made to the court section of the Education Welfare Service children and families with poor attendance.

Children

Children are expected to attend school regularly, keeping good punctuality and doing their best to achieve high attendance.

Teaching Staff

It is the responsibility of teaching staff to register pupils. Notes about absences are collected and stored in the Class Information Register. Concerns about absences are reported through CPOMS, including conversations had with parents and pupils.

School Office

The school office is responsible for monitoring registers and making sure that the appropriate legal codes are used, as well as contacting parents regarding their child's absence. They are responsible for producing the Headline Figures and any requested attendance reports.

Date adopted by Governing Body:

Signature:

Review date: Autumn 2020

Equal Opportunities

This policy and guidelines promotes the practice of inclusion for all.