



New Invention Junior School
Attendance Policy
September 2021-24

To be reviewed in Sep 2024

ATTENDANCE POLICY

INTRODUCTION

School is striving to achieve full attendance for our pupils, with a current target figure of 97.25%. The Head Teacher places great emphasis on regular attendance which is essential in promoting the education of all pupils AND is a legal requirement. Our School's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. Our policy therefore reinforces the importance of punctual and outstanding attendance through positive strategies that support pupils and parents. School also acknowledges that irregular attendance can seriously disrupt continuity of learning, undermine educational progress, and lead to underachievement and low attainment. School will take appropriate action when necessary in order to promote the aims of the policy.

AIMS

- To safeguard children
- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community

Legislation and guidance

This policy meets the requirements of the school attendance guidance 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.
- Securing good attendance and tackling persistent absence 2022

ROLES AND RESPONSIBILITIES

The promotion of high attendance is the responsibility of all stakeholders in school.

- Attendance Team (Deputy Head, Attendance Officer, Care, Guidance and Support Manager and Office Manager).
 - To support the whole school response to attendance through regular meetings and monitoring individual children's attendance by actioning school procedures and policies.
 - To review and update attendance information for parents, including preparation of our Attendance and Punctuality Advice leaflets.
 - Analyse attendance data and provide reports, which support school staff in monitoring and interventions.
 - To carry out home visits when referrals are made by school.
 - To organise and attend school attendance panels.
 - In partnership with the office staff, monitor and track attendance patterns and liaise with and support parents when attendance is an issue.
 - To organise and run a weekly attendance rewards.
 - School staff may undertake home visits to monitor and promote attendance and punctuality.

ABSENCE

Lateness

- Pupils arriving after the register has been marked at 8.55 am, will be considered as late and must report to the school office and sign in on the computer inventory system. Action to address lateness will be taken in line with the school's strategy to improve punctuality.

Illness

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence. If deemed appropriate by office staff, this notification will be sufficient for the first three days of the absence period.
- Any absences over 3 days/6 sessions must be supported with medical evidence. This needs to be GP/hospital appointment card/letter or a prescription copy.
- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence. If no contact, then a home visit will be done where possible/suitable.
- If any member of staff is concerned about a reason for absence, Deputy Head Teacher or Head Teacher should be informed.
- School staff may undertake home visits to monitor and promote attendance and punctuality

Medical or Dental Appointments

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
- Parents/carers are encouraged to make all medical appointments out of school hours.

Term Time Absence

Current guidance from both the government and our local authority no longer allows us to consider requests for leave of absence during term-time. The ability to authorise up to ten days per year has been removed; therefore, leave of absence for family holidays or weddings is no longer an entitlement. Leave of absence may only be granted in **very special circumstances**. School is in session for 190 days a year leaving parents a further 175 days a year in which to have days out together and take a holiday.

If you find your family circumstances necessitate a request for a leave of absence during term-time, a request must be made before in writing to the Head Teacher to explain the unexpected or exceptional circumstances that make the request unavoidable. When requesting an authorised leave of absence, please make sure you give sufficient details about why the absence cannot take place at another time.

If the absence is not authorised, but the leave is taken anyway, the case will be processed by the Local Authority, who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.

Reducing persistent absence

Absences are monitored weekly by the school and Education and Welfare Officer.

Where a child is identified as having attendance below 95% the school will inform and work with parents/carers using our colour coded attendance system:

- Pupils with attendance below 90% (considered persistent absence by the Local Authority and DFE) will be placed in the red category and parents/carers will receive a red attendance letter (see appendix 5)
- If attendance of pupils in the red category has not improved at the next half termly review, parents/carers will receive a second red attendance letter (see appendix 6) asking them to make an appointment with the Headteacher to discuss what support is needed to improve the pupil's attendance.

At all stages, attendance information is shared with the education and welfare office, who may contact parents/carers for further discussions.

Where, on rare occasions, attendance does not improve after a meeting with the Headteacher, parents/carers will be referred to the Local Authority for additional intervention. This can include parenting contracts, education supervision orders, parenting orders, issuing fixed penalty notices or attendance prosecution.

REPORTING TO PARENTS AND CARERS

At the end of the academic year, parents receive their child's report detailing their attendance. In order to give parents/carers a benchmark to their child's attendance in relation to other children in the school and nationally the following grades will be used:

Attendance	100%	98.9 - 99.9%	97.25 - 97.9%	94 - 97.24%	Below 94%
	Excellent	Good	Satisfactory	Needs to improve	Concern

REWARDS

Appropriate rewards will be given to children to promote good attendance.

Appendix:

1. Every school day counts
2. Attendance protocol

Your Child's Attendance Matters

Every School Day Counts

0 days off school	100%	Perfection
Equates to 2 days off	99%	Excellent
Equates to 5 days off	97.25%	Good
Equates to 10 days off	94%	Slight Concern
Equates to 20 days off	90%	Concerned
Equates to 30 days off	85%	Very Concerned
<p>5 days absence over the whole school year</p> <p>97% - 100%</p> <p>Good chance of success and progress</p>	<p>20 days absence over the whole school year</p> <p>90%</p> <p>Less chance of success. Harder to make progress</p>	<p>20 days absence over the whole school year</p> <p>Under 90%</p> <p>Detrimental to success and progress</p>

Attendance

Attendance	100%	98% - 99.5%	97.4%-97.25%	97.24%-94.9%	Below 94%
	Perfect	Excellent	Good	Needs Improvement	Concern

Punctuality

Number of Lates	0	1	2 - 4	5 - 8	8 +
	Perfect	Excellent	Good	Needs Improvement	Concern



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	3 days Lost!
10 Minutes late each day	6.5 days Lost!
15 Minutes late each day	10 days Lost!
20 Minutes late each day	13 days Lost!
30 Minutes late each day	19 days Lost!

Holidays

Since September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 removed the head teacher's ability to authorise leave of absence. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. We kindly request that you review New Invention Junior School's Attendance Policy which reflects these changes and can be found on our website. This policy is in place to ensure continuity of learning for all students. It is essential that students attend school regularly to make the most of their educational opportunities.

In the case of an unauthorised leave of absence and failure to comply with the school's Attendance Policy, we may request that the Local Authority issue a Penalty Notice without further warning. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court. If you have previously received a Penalty Notice, you may be directed straight to Court by the Local Authority in the case of further unauthorised leave.

School Attendance Tracked by School and shared with parents/carers regularly by phone call/email/letter

Attendance above **94%**

No Further Absences

School to continue to monitor the attendance and support the student

Attendance below **93%**

Stage 1 - Cause for concern email/letter

School to send email/letter to parent/carer offering support. School to monitor attendance for 2 weeks.

Attendance falls below **92% or further absences within a 6-week period**

Stage 2 - School Attendance Meeting

School to send meeting letter/email to parents/carers to discuss attendance and offer further support at school setting. Letter/email to include offer of Early Help and notification that further absences will be unauthorised (unless medical evidence is provided) and further unauthorised absences may lead to Legal intervention from the Local Authority. Meeting with EWO and attendance team.

Parents/carers - Attended meeting in School

Action plan/parent contract signed and given to parent.

School to send summary of meeting to parent/carer.

No Further Absences

School to continue to monitor and review attendance regularly. Continue to offer support

Parent/carer - Did not attend (DNA) meeting in School

School to send DNA letter and schedule another meeting.

If DNA - Schools send copies of meeting outcomes and attendance action plan to parent/carers.

Stage 3 - Local Authority Meeting

Unauthorised absence without Medical evidence.
Walsall Local Authority invite parents to meeting at the school to discuss barrier to attendance.

Stage 4 - Referral to Local Authority for Legal Intervention

School to complete Legal Intervention Form.