



Ewanrigg Junior School

Attendance and Absence Procedure

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Statement of intent

Ewanrigg Junior School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- [DfE (2020) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
-] DfE (2020) 'Improving school attendance'

1.2. This policy will be implemented in conjunction with the following school policies:

- **Complaints Procedures Policy**
- **Primary Behaviour Policy**
- **Children Missing Education Policy**

2. Roles and responsibilities

2.1. The **Goerning Body** has overall responsibility for:

- The implementation of this policy and procedures of **Ewanrigg Junior School**.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's **Complaints Procedures Policy**.
- Having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a **Children Missing Education Policy** in place and that this is regularly reviewed and updated.

- 2.2. Miss Craig Headteacher alongside Mrs Dawson, Attendance Officer are responsible for the day-to-day implementation and management of this policy and procedures of the school, and distributing these to parents.
- 2.3. Staff, including teachers, support staff and volunteers, are responsible for:
 - Following this policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
 - Modelling good attendance behaviour.
 - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- 2.4. Parents are expected to take responsibility for the attendance of their child during term-time.
- 2.5. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
- 2.6. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 2.7. The school will ensure that absence procedures are understood by pupils, parents and carers.
- 2.8. Parents are responsible for:
 - Providing accurate and up-to-date contact details.
 - Providing the school with more than one emergency contact number.
 - Updating the school if their details change.

3. Definitions

- 3.1. For the purpose of this policy, the school defines:
 - **“Absence”** as:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
 - An **“authorised absence”** as:
 - An absence for sickness for which the school has granted leave.
 - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency.
 - An **“unauthorised absence”** as:
 - Parents keeping children off school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.

- Arrival at school after the register has closed.
 - Absence due to shopping, looking after other children or birthdays.
 - Absence due to day trips and holidays in term-time which have not been agreed.
 - Leaving school for no reason during the day.
- **“Persistent absenteeism”** as:
 - Missing 10 percent or more of schooling across the year **for any reason.**

4. Training of staff

- 4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- 4.2. Teachers and support staff will receive training on this policy as part of their induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Pupil expectations

- 5.1. Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, **96%** throughout the year.

6. Pupils at risk of persistent absence

- 6.1. The SLT will:
 - Establish a range of evidence-based interventions to address barriers to attendance.
 - Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
 - Attend or lead attendance reviews in line with escalation procedures.
 - Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with LA attendance teams.
- 6.2. Mrs J Butler, Governor with responsibility for Attendance, will engage in attendance panels .

6.3. Pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.

6.4. Teaching staff will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead daily or weekly check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

7. Absence procedures

7.1. Parents will contact the school as soon as possible on the first day of their child's absence.

7.2. A text followed by a **phone call** will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. Should school not receive such a call to explain the child's absence, school is legally bound to contact home to ascertain the child's whereabouts. If parents cannot be contacted, other relatives/friends listed as emergency contacts will receive a phone call. If we cannot find out where the child is by 10 o'clock, school may contact the Police for help.

7.3. In the case of persistent absence, arrangements will be made for parents to speak to the Mrs Dawson, **attendance officer**.

7.4. The school will inform the LA, , through the Access and Inclusion Officer, Julie Topping, 0791515615, **on a termly basis**, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

7.5. If a pupil's attendance drops below **85 percent**, Mrs Dawson will be informed, and a formal meeting will be arranged with the parents.

7.6. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

8. Parental involvement

8.1. The school will build respectful relationships with parents and families to ensure their trust and engagement.

- 8.2. The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.
- 8.3. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.
- 8.4. Parents will be expected to:
 - Treat staff with respect.
 - Actively support the work of the school.
 - Call staff for help when they need it.
 - Communicate with the school about possible circumstances which may affect their child's attendance or require support.

9. Attendance register

- 9.1. The designated staff members will take the attendance register **at the start of each school day** and at **the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

- 9.2. The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity

- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

- 9.1. When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.
- 9.2. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.
- 9.3. The '[Educational setting status form](#)' will be completed on a daily basis, based on the information on the attendance register.

10. Local Authority and Inclusion Officer /Attendance Officer

- 10.1. If they are persistently absent, pupils will be referred to the **attendance officer** who will attempt to resolve the situation through a parent agreement.
- 10.2. If the situation cannot be resolved and attendance does not improve, the **attendance officer** will refer to the LA Access and Inclusion Officer, Julie Topping, who has the power to issue sanctions such as prosecutions or penalty notices to parents..
- 10.3. The **attendance officer** will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.

11. Lateness

- 11.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 11.2. The school day starts at **9:00am**. Pupils should be in their classroom at this time.
- 11.3. Registers are marked by **9:20am**. Pupils will receive a late mark if they are not in their classroom by this time.
- 11.4. The register closes at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time.
- 11.5. After lunch, registers are marked by **13.20**. Pupils will receive a late mark if they are not in their classroom by this time not present.

12. Term-time leave

- 12.1. At **Ewanrigg junior School**, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 12.2. The **headteacher** will be unable to authorise holidays during term-time.
- 12.3. The **headteacher** will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the **headteacher** will be satisfied by the evidence which is presented, before authorising term-time leave.
- 12.4. The **headteacher** will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the **headteacher**.
- 12.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 12.6. Requests for leave will not be granted in the following circumstances:
 - Immediately before and during assessment periods
 - When a pupil's attendance record shows any unauthorised absence
 - Where a pupil's authorised absence record is already above **10 percent** for any reason
- 12.7. If parents take their child out of school during term-time without authorisation from the **headteacher**, they may be subject to sanctions such as penalty fines.

13. Truancy

- 13.1. Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
- 13.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 13.3. All pupils are expected to be in their classes by **9:00am** and **1.15 pm**, where the teacher will record the attendance electronically.
- 13.4. Any pupil with permission to leave the school during the day must sign out at the **school office** and sign back in again on their return with an adult
- 13.5. Immediate action will be taken when there are any concerns that a child might be truanting up to and including the police.
- 13.6. If truancy is suspected, **Mrs Dawson** is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.

13.7. The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken including referral to the LA Access and Inclusion Officer

14. Appointments

- 14.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
- 14.2. Where this is not possible, a note and appointment card will be sent to the school office.
- 14.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

15. Young carers

- 15.1. The school understands the difficulties that face young carers.
- 15.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 15.3. The school will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

16. Rewarding good attendance

- 16.1. The school acknowledges 100 percent attendance in the following ways:
 - **Special assemblies**
 - **100% certificates and member of the 100% Club**
 - **Photographs on Attendance board**
 - **Earn an afternoon playtime**
- 16.2. Good attendance and punctuality will be rewarded in the following ways
 - **Texts home**
- 16.3. School trips and events are a privilege. Where attendance drops below **90** percent, these privileges may be taken away.

17. Monitoring and review

- 17.1. The school monitors attendance and punctuality throughout the year.
- 17.2. **Ewanrigg Junior School's** attendance target is **96%**
- 17.3. Details of our absence levels can be found on our **website** and our School Prospectus
- 17.4. This procedure is reviewed every **three years** by the **headteacher**; the next scheduled review date for this policy is **September 2023**
- 17.5. Any changes made to this policy will be communicated to all members of staff and parents.

Attendance During the Coronavirus (COVID-19) Pandemic

From September 2020, all pupils are required to attend school. As such, the arrangements set out in the main body of this procedure (above) will be adhered to. This appendix has been developed in line with the latest government guidance to set out the additional measures that have been put in place to support pupils' attendance at school.

The school will have due regard for the DfE's '[Recording attendance during the coronavirus \(COVID-19\) outbreak](#)' guidance when recording attendance during the pandemic.

1. Attendance expectations from September

- 1.1 As of September 2020, attendance is mandatory for all pupils.
- 1.2 From September, the usual rules on school attendance (as set out in the main body of this procedure) apply, including:
 - Parents' duty to ensure that their child attends school regularly.
 - The school's responsibility to record attendance and follow up absence, in line with the procedures in the main body of this policy.
 - The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

2. Shielding or self-isolating pupils

- 2.1 Shielding advice for all adults and children paused on 1 August. This means that pupils who were shielding can return to school, as can pupils who have family members who were shielding.
- 2.2 Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Parents should inform the school of any particular measures that need to be in place to ensure their child can return to school safely.
- 2.3 The school understands that there will be occasions where some pupils may not be able to attend school due to coronavirus, including for the following reasons:
 - They are self-isolating and have symptoms of coronavirus or a positive test result themselves, or because they are a close contact of someone who has coronavirus.
 - Rates of coronavirus in the local area have risen and certain individuals are asked to temporarily shield.
- 2.4 Absences relating to pupils following clinical and/or public health advice will not be penalised.
- 2.5 Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the **Pupil Remote Learning Procedure**.

3. Reluctance to return to school

- 3.1 Parents will be advised to contact the school if they have concerns about their child returning to school.
- 3.2 If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school.

4. Monitoring attendance

- 4.1 Mrs Dawson, attendance officer, will monitor the school's attendance rates once the school is open to all pupils in September.
- 4.2 Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to reengage affected pupils with the school.

Attendance Monitoring Procedures

Ewanrigg Junior School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A Report is prepared detailing **half termly** and **termly** attendance to date.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. ‘
3. If a pupil's attendance falls to **96 percent**, Mrs Dawson, attendance officer, makes a phone call home to discuss this with parents.
4. If a pupil's attendance falls below **96 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.
5. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and Mrs Dawson contacts the parents to discuss this.
6. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with Mrs Dawson and the Governor responsible for Attendance, Mrs J Butler, to set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education Access and Inclusion Officer, Mrs Julie Topping, who will then conduct a home visit.
7. After the two-week monitoring period, and if targets are met, a letter is sent home from Mrs Dawson to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.
8. If targets are not met, Mrs Dawson makes a referral to the AIO. Access and Inclusion protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents..