

**Every Child Matters Academy Trust Attendance Policy**  
**HOYLAND SPRINGWOOD PRIMARY SCHOOL**

<b>Written by:</b>	Mrs G Foster-Wilson	
<b>Approved by Chair of Trustees</b>	Signature	Name
		W.Ward
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<b>ROLE/ORGANISATION</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>
School Attendance Officer	Andrea Drayton	01226 743815
Member of school leadership team with responsibility for monitoring attendance	Jen Hunt	01226 743815
Education Welfare Officer	David Scarth	01226 743815

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## 1. **Aims & Principles**

The Every Child Matters Academy Trust (The Trust) is committed to promoting a culture of high expectation, achievement and excellence. Good attendance is crucial if students are to take advantage of the opportunities available to them and complete a successful journey through their time at the Trust's schools and as they move on into higher education or the world of work.

All the Trust's stakeholders (including parents, staff, Governors and Trustees) need to work in partnership to ensure everyone is aware of their responsibilities in our aim to promote high standards of attendance and punctuality.

The overall aim for all children should be for 100% attendance therefore any absence should only be for unavoidable and genuine reasons.

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

Further guidance on attendance related matters can be found in the following documents;

- ECM Suspension and Permanent Exclusion Policy
- ECM Suspension and Permanent Exclusion arrangements document
- BMBC Children Missing Education policy
- DFE School Attendance Guidance [School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107112/school-attendance-guidance-may-2022.pdf)
- DFE Working together to improve 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/107112/working-together-to-improve-school-attendance.pdf)
- DFE Summary of responsibilities where a mental health issue is affecting attendance [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107112/summary-of-responsibilities-where-a-mental-health-issue-is-affecting-attendance.pdf)
- DFE Suspensions and Permanent Exclusions guidance [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107112/suspension-and-permanent-exclusion-from-maintained-schools-academies-and-pupil-referral-units-in-england-including-pupil-movement.pdf)

## **2. Why is regular attendance important?**

Any absence, including family holidays, negatively affects the pattern of a child's education and regular absence will seriously affect learning and achievement. It can also have a demotivating effect if they are unable to access parts of the curriculum following absences. Every school day matters.

Our schools will seek to build on partnerships with parents/carers by informing them about attendance and punctuality concerns at an early stage.

The school's Attendance Officer and office staff are responsible for making daily calls with regard to children's non-attendance to parents and carers. Part of this role is also to record absence correctly on the attendance system (SIMS) for our school.

Good attendance and punctuality is recognised and rewarded in school in various ways.



### 3. Why is punctuality important?

It is important that all children arrive at school in good time, as it is disruptive for the child and the whole class if they arrive late. Reading, Writing and Maths takes place at the beginning of each school day. Regular lateness can mean that these important lessons are missed.

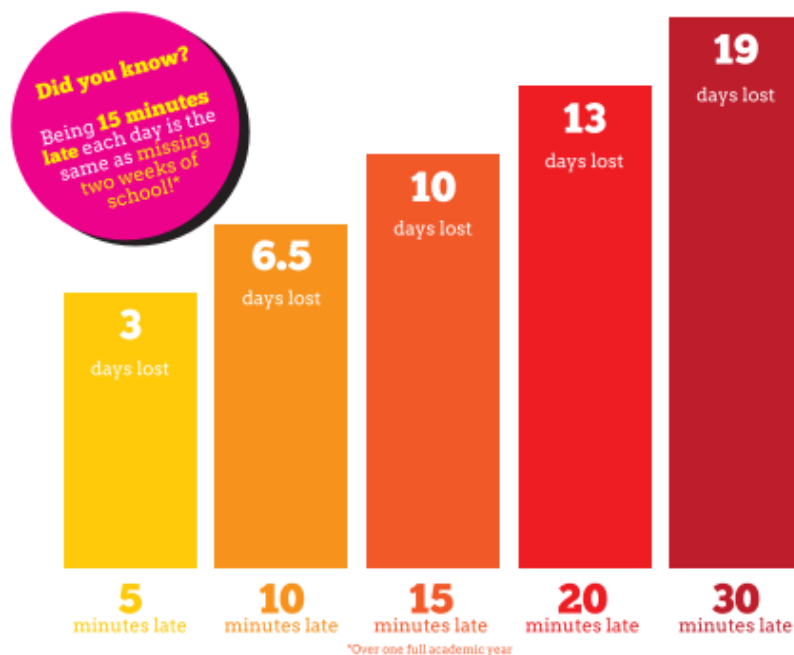
It is recognised that on occasions there may be genuine reasons for late arrival such as public transport difficulties. If there is a particular reason for your child being late, Parents/Carers should discuss this with the Attendance Officer who may be able to assist with any difficulties.

If your child arrives at school after registers are taken, they will receive a late mark. If they arrive more than 30 minutes after the start of the school day, this will be recorded as unauthorised absence.

If your child needs to be collected earlier than the end of the school day or you may be late collecting your child, please inform the School Office regarding these exceptional circumstances.

**Good Punctuality means...**  
**Making sure you are at school, ready to learn, before registration starts!**  
**This means arriving early**  
Try to get to school 10 minutes early, get settled and ready to learn!

### Lost minutes = Lost learning



#### 4. Legislation and statutory 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.

## **5. Roles and responsibilities**

### **Parents and Carers**

All Parents/Carers have a legal responsibility to ensure that their children receive an efficient full-time education suitable to their age, ability and aptitude either by regular attendance at school or through other suitable arrangements (section 7 Education Act 1996). This applies to all children from the term in which they turn 5 years old.

Any absence from school without a valid or significant reason may be seen as an offence and persistent absence can result in legal action.

Parents and Carers can request at any time a copy of their child's registration certificate showing their attendance to date. Your child's attendance will be shared at Parent/Carer consultations in the Autumn and Spring term. A copy of your child's registration certificate will also be included in their end of year report.

Make sure your child has good attendance -

- From starting at nursery, your child should know the importance of good attendance and getting to school on time every day.
- Show an interest and ask about what they are doing at school.
- Encourage them to take part in school activities.
- Inform their teacher or Headteacher about anything of concern.
- Think about whether time off school for minor ailments can be avoided, particularly those which would not stop you from going to work.
- Where possible, make appointments after school, at weekends, or during school holidays.
- Take family holidays outside of term time and speak with school if this is not possible.

The definition of a persistently absent (PA) pupil as set by the DFE is a pupil with 10% or more absence (attendance of less than 90%). If a pupil has attended less than 50% of the time, they will be classed as severely absent.

The school works closely with the Education Welfare Service (EWS) and the allocated Education Welfare Officer (EWO) will support schools Attendance Officer to address pupil related issues that may be affecting their attendance at school. If a child is referred to the EWS under the Local Authority guidelines and the Education Act 1996, the EWO will work with the parents/carers and school to address the issues.

### **The school attendance officer**

The school attendance officer is Andrea Drayton They are responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.

- Communicating with parents on matters of attendance, including holding attendance panel meetings where required.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and to the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the headteacher when to issue fixed-penalty notices.

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

The designated senior leader is Jen Hunt. They are 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.
- Working with the attendance officer to ensure effective communication with families and targeted support for families where required.

### **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.

### **School office staff**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Refer concerns to attendance officer and senior leader responsible for attendance.

### **The governing board**

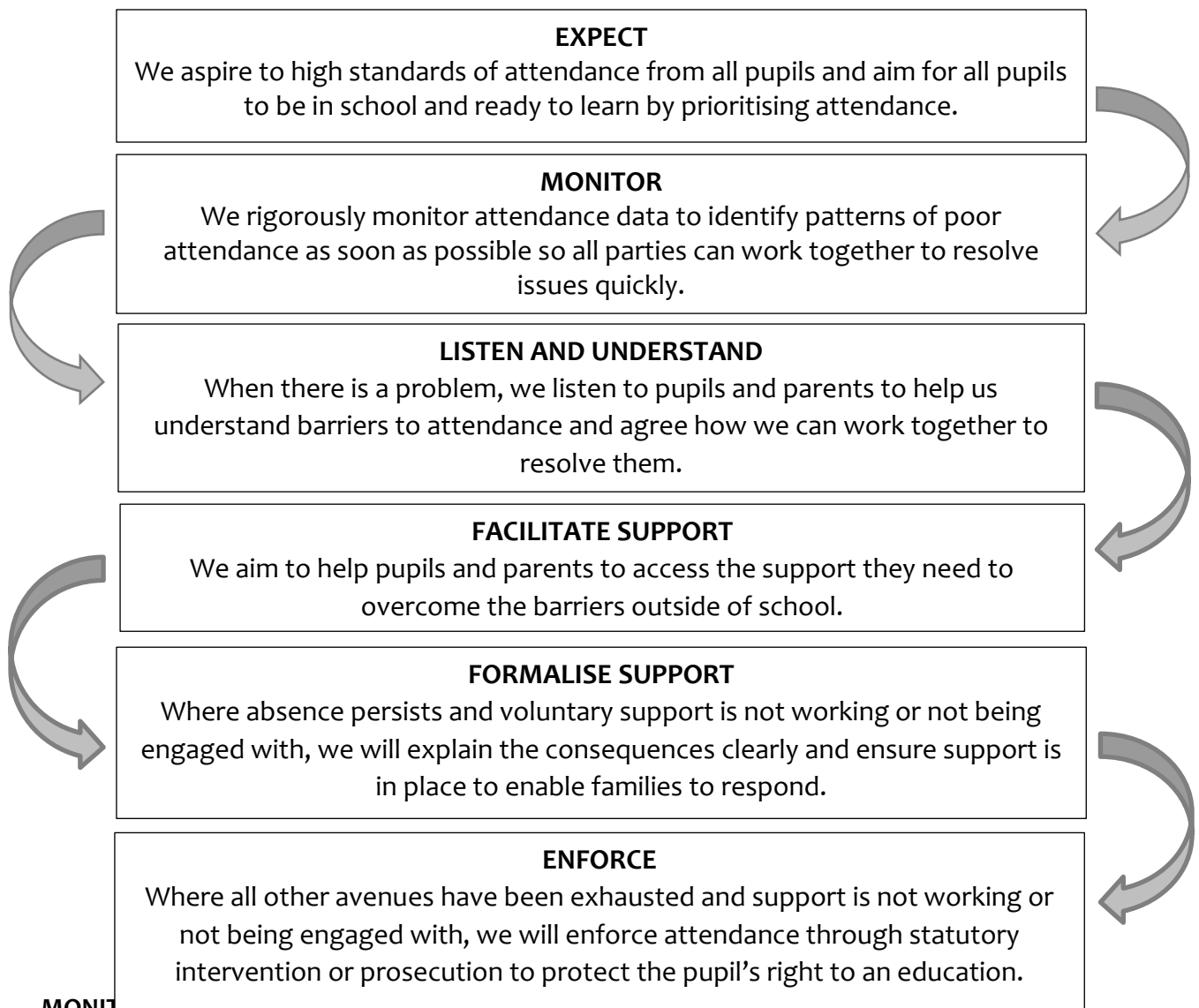
The governing board is responsible for:

- 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.

## 6. School attendance and punctuality procedures



### MONITORING

Attendance and punctuality checks take place daily by the Office Staff and Attendance Officer.

### **Registration**

It is a legal requirement that a register has to be taken at the beginning of each morning and afternoon session, this enables school to:

- Monitor attendance on a regular basis.
- Evaluate information and set targets/tackle areas of concern as early as possible.
- Target absence, punctuality and truancy and communicate with pupils and parents/carers about expectations.
- Have the ability to publicise the above data.
- Have the ability to give a clear and accurate picture to parents and carers.
- Have the ability to encourage and reward good attendance.

At Hoyland Springwood Primary School, registers are taken at 9am each morning.

**The School operates a 'First Day Contact' procedure and expects parents/carers to communicate the reasons for a child's absence or lateness**

The school has a dedicated phone line so that you can leave a message with details of your child, class and their reason for absence or lateness. Where possible, please give an indication of the likely date of return.

If no communication has been received by the time registers are taken, Parents/Carers will be contacted by school. If no reason can be determined for the absence it will be recorded as unauthorised (O).

Home visits will be carried out to check on the well-being of children who continue to be absent from school. These visits will take place in cases where no contact can be made to establish reason for absence and on day 3 of absence in all cases, and will continue if absence persists. If deemed appropriate, the Education Welfare Officer may make the home visit.

**Medical appointments**

We appreciate that children may be required to attend medical appointments during the school day, however please note the following;

- Appointments should be made outside school hours, wherever possible.
- If your child attends an appointment during the school day, wherever possible, please bring your child back to school for the remainder of the school day.
- Siblings are expected to attend school and their attendance should not be affected by other family member's appointments.
- School should be informed of this appointment prior to the absence where possible.
- If the appointment is during school time then medical evidence should be provided e.g. an appointment card, letter or text message from the relevant organisation. If we do not receive a copy of the medical evidence this may be recorded as an unauthorised absence.

**Leave of absence requests**

A parent/carer should complete an absence request form (available from the school office) and submit this to the school at least two weeks prior to the first date of absence.

The Headteacher may not authorise any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. This is decided on a case by case basis.

If the school is aware of any language difficulties that may preclude a request form being completed, appropriate support will be offered to the parent/carer.

**When a child's attendance is falling;**

Parents/carers will be contacted to remind them of expectations and to check if any support is needed. This contact is crucial in raising the attendance profile of our school and enables school to communicate quickly and effectively with Parents and Carers.

When a child's attendance drops to 92%, they are at greater risk of becoming a persistent absentee. A letter will be sent out to parents to highlight the concerns.

**When a child is late for school;**

Parents/carers will be contacted to remind them of expectations and to check if any support is needed. This contact is crucial in raising the attendance profile of our school and enables school to communicate quickly and effectively with Parents and Carers.

If lateness persists, the parent/carer will be invited in to school for a meeting to establish what support is needed to ensure the child is able to arrive at school on time.

**If a child's attendance falls below 90%;**

The child will now be categorised as a persistent absentee. A letter will be sent to parents outlining the concerns and the need for attendance to improve rapidly.

Contact will be made with parents daily when the child is absent from school, this may include daily home visits.

If attendance does not rapidly improve, parent/carers will be invited to an Internal School Attendance Panel (ISAP) meeting to discuss the reasons for absence in more detail and identify where support is needed. The Education Welfare Officer (EWO) is likely to be present at this meeting. During the meeting, an agreement will be drawn up between the school and parent/carer, outlining what needs to happen for the child's attendance to improve. This agreement will take into consideration the individual needs of the child and family.

We will discuss the child's attendance with the EWO on a regular basis. The EWO may contact the parent/carer and make home visits to monitor absence.

School may suggest an Early Help Assessment or referral to other agencies who may be able to offer appropriate support.

Please also see the sections below titled facilitating support, formalising support and enforce which may be relevant to persistent absentees.

	<b>Total number of possible days attendance from start of year to end of this half term;</b>	<b>Total number of days absence from start of academic year that would cause child to be 90% or below (PA)</b>
<b>Autumn 1</b>	33	3.5
<b>Autumn 2</b>	68	7
<b>Spring 1</b>	93	10
<b>Spring 2</b>	117	12.5
<b>Summer 1</b>	151	15.5
<b>Summer 2</b>	191	19

If a child's absence falls below 50%, they would be categorised as severely absent. Please see the sections below titled 'facilitate support', 'formalise support' and 'enforce', which would likely be relevant in the case of a child having attendance at such a concerning level.

All contact with home is recorded and monitored by the Attendance Officer and the Safeguarding Team.

We understand that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or those who have special educational needs and disabilities. Their right to an education is the same as any other pupil and we will work closely with parents/carers to improve attendance and put additional support in place where necessary to help them access their full-time education.

### **LISTEN & UNDERSTAND;**

The school team are here to support children and families with all aspects of attendance. We understand that there are many factors that can contribute to difficulties in attending school.

Where mental health is affecting attendance, we will refer to the DFE 'Summary of responsibilities where a mental health issue is affecting attendance'.

We are here to listen to concerns and will endeavour to find solutions and offer support wherever this is possible.

If a parent/carer would like to discuss concerns about their child's attendance, they should contact the schools Attendance officer or Parent Support Advisor in the first instance. These contact details are shared on page 1 of this policy.

### **FACILITATE SUPPORT;**

In some cases, it may be identified that children and families require support additional to that which can be offered by school. In these cases school will work with the parent/carer to agree other avenues of support.

An Early Help Assessment may be offered to facilitate further discussion around the support that is required.

School may refer for the support of other agencies, such as the 0-19 Public Health Nursing Service (School Nurse) or Early Help Targeted Support (Family Support Worker).

Further information about Early Help is available here;  
[Early help for families \(barnsley.gov.uk\)](http://barnsley.gov.uk)

### **FORMALISE SUPPORT;**

Where absence persists and the support in place is not working or parents/carers are choosing not to engage, we will work with the local authority to formalise support.

This may include;

- A parenting contract or an education supervision order.
- A fixed penalty notice
- Children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).

Further information can be found on the local authority website;

[School attendance and absence \(barnsley.gov.uk\)](https://www.barnsley.gov.uk/school-attendance-and-absence)

We will explain the consequences of any actions clearly and ensure support is in place to enable families to respond.

### **ENFORCE;**

Where all other avenues have been exhausted and support is not working or not being engaged with, we will work with the local authority to enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Unauthorised absence may also result in a Penalty Notice being issued through the Local Authority. This penalty will be £60 per child, if paid within 21 days; payment after this time, but within 28 days, is £120.

Holidays which have not been authorised by the headteacher will incur a Penalty Notice issued by the local authority.

Persistent unauthorised absence and/or failure to pay a fixed Penalty Notice may render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.

Further information can be found on the local authority website;

[School attendance and absence \(barnsley.gov.uk\)](https://www.barnsley.gov.uk/school-attendance-and-absence)

## **7. Children missing education or absent from education**

We are aware that children who absent repeatedly or for prolonged periods or those missing education present a safeguarding concern.

We will follow the procedures outlined in the *Barnsley MBC Children Missing Education policy* and in our own *Safeguarding policy*, which take into consideration the responsibilities outline in *Keeping Children Safe in Education 2023*.

## **8. Suspensions and permanent exclusions**

School follows the Barnsley local authority procedures for suspension and permanent exclusion, which take into consideration the *DFE Suspensions and permanent exclusions guidance*.

Further details on our procedures can be found in our *Suspension and permanent exclusion policy*.

## **9. Mental health and attendance**

Where mental health is affecting a child's attendance at school, we will refer to the *DFE Summary of responsibilities where a mental health issue is affecting attendance (February 2023)* [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

We will;

- Promote children's mental health and wellbeing through our curriculum and whole school ethos.
- Recognise that there can be attendance challenges where a child has a social, emotional or mental health issue, particularly a severe issue for which the child is receiving clinical treatment.
- Work with the pupil and their parents/carers from an early stage to put plans in place that aim to maintain the pupil's regular attendance.
- Make reasonable adjustments in order to overcome specific barriers to attendance.
- Make referrals for the support of external professionals where this is necessary.

More information about the support we offer can be found in our Mental Health and Wellbeing Policy.