

2023-2024

Moorside Community Primary School
Head Teacher – S Lawler-Smith



MOORSIDE COMMUNITY PRIMARY SCHOOL

ATTENDANCE POLICY

For an interim period, Sarah Cooper will be Head of School. Where in the policy it states Head Teacher this will include both Stephen Lawler-Smith and Sarah Cooper

Attendance Policy

Moorside Community Primary School

Head Teacher: S. Lawler-Smith

Named personnel with designated responsibility

Designated SLT	Deputy designated SLT	Nominated Governor	Chair of Governors
S. Lawler-Smith	G.Bailey	S. Corlett	S. Corlett

Next Review Date	October 2024
Committee Responsible	Governing Board
Document locations	Shared Drive

Change History

Version	Date	Change Description	Stored
1	Sept 2020	Include Coronavirus related absence information	Staff Drive
2	Feb 2021	Inclusion of reporting prolonged absences to the LA	Staff Drive
3	May 2021	Deputy Head Teacher amendments	Staff Drive
4	Sept 2022	To meet the requirements of Working together to improve attendance Sept 2022 & the summary table of responsibilities for school attendance Sept 2022	Staff Drive
5	Sept 2023	Updated rewards system	Staff Drive
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This policy should always be read in conjunction with the school's Safeguarding and Child Protection Policy and the most recent version of Keeping Children Safe in Education.

At Moorside Community Primary School, we believe that attendance and punctuality at school is not only a legal requirement, but is fundamental to the child's development and attainment. Local Authorities, Schools, Parents and the wider community all have a role to play in improving attendance. At Moorside, we have implemented procedures designed to ensure that all our pupils attend regularly.

School Attendance Lead: Miss Dawn Howarth
Named Governor for Attendance: Mrs Stacey Corlett

AIMS AND OBJECTIVES

- To demonstrate a strong attendance ethos.
- To have a clear policy on absence.
- To have effective systems for monitoring attendance.
- Use attendance data to improve school and pupil performance.
- To promote the importance and legal requirements of good attendance to pupils and their parents/carers.
- Early intervention when individual pupil absence gives cause for concern.
- To have support systems in place for vulnerable pupils.
- To reward and celebrate good and improved attendance and punctuality.
- To make best use of additional support for pupils and parents with greatest need.

This policy meets the requirements of [Working together to improve school attendance September 2022](#) and the [Summary table of responsibilities for school attendance September 2022](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment

PROCEDURES AND INTERVENTION TECHNIQUES

We demonstrate a strong attendance ethos by having:

- A whole school approach, which reinforces good attendance, teaching and learning to encourage all pupils to attend and to achieve.

- An attendance and behaviour policy, which is easily understood by all and is regularly updated and shared with all stakeholders.
- Appropriate attendance targets.
- Strong leadership on attendance with all staff seeing attendance as a shared responsibility.
- Allocated resources for the attendance officer.
- Half termly reporting of attendance issues to the senior management team and Governors.
- Developed a multi-agency response to improve attendance and support pupils/families.
- A pastoral team to work effectively with parents and pupils to promote good attendance

ABSENCE PROCEDURES

Parents/carers must notify the school before 9.30am on each day to report that their child will be absent from school. It is the school's decision to classify the absence (authorised or unauthorised). The school has a first day response system in place in which the following happens:

- Day One: Text message send to 1st contact for an absent child
- Day Two: Telephone call and/or a Seesaw message sent to 1st contact if no response to text message.
- Day Three: Further telephone call. If no response a letter will be sent to the child's known home address.

Following Salford City Council guidelines the school can request the issue of a penalty notice to parents in the following circumstance:

- For unauthorised holidays in term time.
- When a child has 10 sessions unauthorised, including any unauthorised sessions recorded due to arriving late for school (1 day = 2 sessions).

HOLIDAYS IN TERM TIME

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and consistently punctual.

Requests for holidays in term time must be requested by completing the Holiday in Term Time request form. This can be obtained from the school office. Once completed the parent / carer must return the form to the office.

The Headteacher will then indicate on the form whether or not the request has been authorised. This will then be returned to the parent / carer.

Under current legislation from DFE, holidays during term time are not permitted except in exceptional circumstances and under the discretion of the Headteacher. Unauthorised holidays of 5 days or more taken during term time may result in a £60 fine per pupil per parent. If the fine is not paid within 21 days, the fine will increase to £120. If a child's absence has been recorded as sickness but is later proven that an unauthorised holiday has been taken, a fine can also be issued after the child returns to school.

Should a holiday be taken when no written request has been made, a request for the implementation of a penalty notice will be made to the Local Authority.

MEDICAL ABSENCE

Where possible we expect children to attend medical appointments outside of school hours however should a child have a medical appointment during school hours, it is expected that they return to school to complete the school day. Appointment cards with times and dates should be shown to school when taking your child out.

Should a child be absent from school for a period of 15 days or more due to a medical condition school will make a referral to the Educational Welfare Officer for support and tracking.

MANAGING ABSENCES

If there are any attendance concerns it is the responsibility of the parent / carer to inform the school.

This enables the school to work in partnership with the parent/carer by identifying what the issues are and devising a joint action plan to implement interventions that can improve the situation.

Through reviewing the plan on a regular basis and through listening to the views of all parties, it is anticipated that there will be improvements and good working relationships established based on honesty and trust.

There may be times that school requests confirmation from a medical practitioner that a child is not suffering from a contagious disease.

PERSISTENT ABSENCE

Pupils are categorised as being 'persistently absent' if they accumulate 10% or more absences. For children whose attendance falls in the 'persistent absence' category, school will follow Government guidance and implement the 'Fast Track' scheme to work in partnership with parents/carers to improve the child's attendance.

During this meeting:

- An action plan will be compiled with input from the parent/carer, school and pupil.
- Targets will be agreed and reviewed until that child is no longer in the persistent absence category.
- There would be a focus on links between attendance and attainment.
- A school / parent contract will be offered if it is deemed appropriate

If the parent fails to attend the meeting or there is no significant improvement in attendance, then the absence issue shall be escalated to the Education Welfare Officer (EWO).

AUTHORISED ABSENCE

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/Carer. For example, if a child has been unwell and the parent has followed the procedures as set out in this policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classified as authorised.

If a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future absence in order for it to be recorded as authorised. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

Should a child be absent from school for 5 or more days consecutively medical evidence must be provided for the absence to be recorded as authorised. Should no medical evidence be received the absence will be recorded as unauthorised and a referral to the Educational Welfare service will be submitted where a penalty notice may be issued.

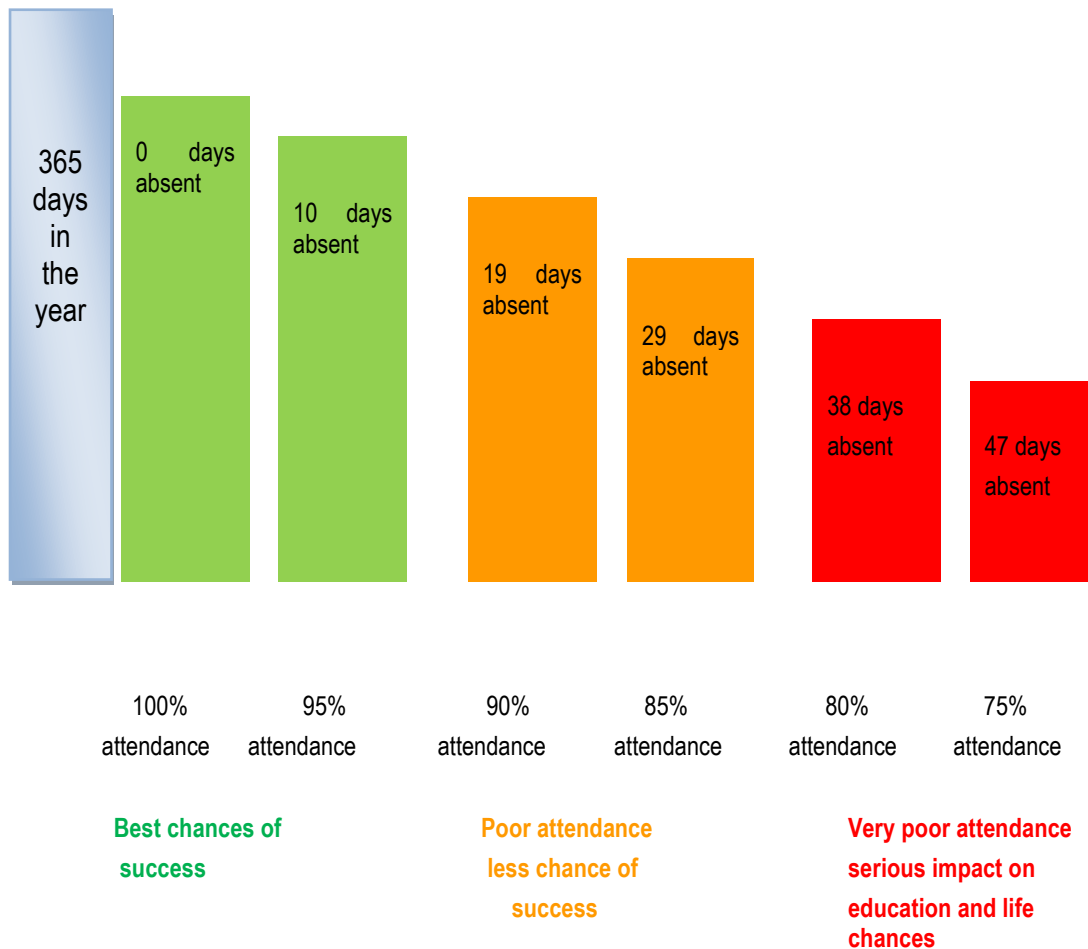
School will notify the Local Authority when a pupil is absent, or going to be absent, for a period of 15 days, either consecutive or cumulative over a term.

UNAUTHORISED ABSENCE

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Absence taken with the reason of illness before a known holiday will be recorded as unauthorised unless medical evidence is provided.



PUNCTUALITY

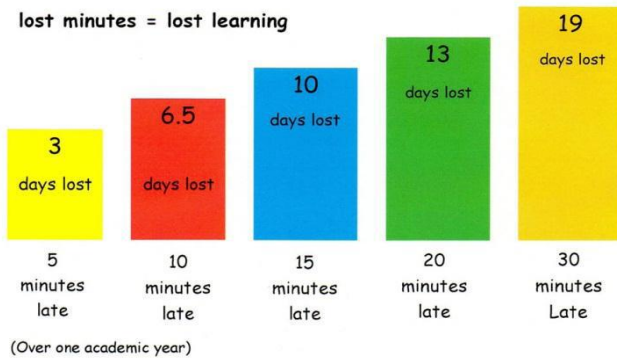
Punctuality is vital to the educational process. Pupils must arrive in school on time each day.

If your child misses the start of the day, they can miss work and do not spend time with their class teacher missing vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. The government have introduced new powers for the local authority to issue Penalty Notices in cases where parents do not take responsibility for ensuring their child arrives at school on time. Parents must take responsibility for getting children to school on time.

The doors open at 8.40am allowing children time to get to be or ready and prepared for teaching to begin at 9am. Any child arriving after 9am must enter school through the main entrance, where their parent/carer will have to sign at Reception. Children must be accompanied to the office by an adult if late. It is unfair to expect children to report their late arrival for themselves. An arrival after 9.30am will be marked as an unauthorised absence.

Persistent latecomers will be referred to the Education Welfare Officer.

Every Minute Counts



REWARDS

Weekly

Highest class gets to sit on a bench in assembly the following week
Individual 100% for the week, £5 raffle prize

Half termly (for the half term not YTD)

Certificates for over 96%

Termly (for the term not YTD)

£20 voucher raffle for 96% and above children (1 per phase)
Pencils/rubbers/rulers etc for all other children over 96%
£50 supermarket voucher, parent raffle prize for 96% and above children

Yearly

£25, £15 & £10 prize draw per phase for 96% plus for the year

MONITORING

The Head Teacher in discussion with the Attendance Officer will identify progress on Attendance by including the item on staff meetings, senior management meetings, and Governing Board meetings agendas. This will enable follow-ups and show whether the policy is really effective.

The Head Teacher will ensure that the policy is high profile throughout the year and especially at the beginning of a new school year through parents meetings and assemblies.

EVALUATION

The Head Teacher and Attendance Officer will use data from monitoring and feedback from staff, governors, parents and the Education Welfare Officer, to review and update the policy once every school year. A termly report to Governors will be made.