



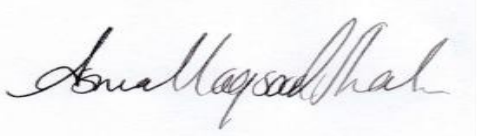

**High Hazels Academy**

The best in everyone™

Part of United Learning

# High Hazels Academy Attendance Policy

Date of last review:	23 <sup>rd</sup> September 2020	Review Period:	2 year
Date of next review:	September 2022	Owner:	Asma Maqsood-Shah - Principal Hawa Fazlanie – Vice Principal

Policy Signed off on:- 23 <sup>rd</sup> September 2020	Date: 23 <sup>rd</sup> September 2020	Date: 23 <sup>rd</sup> September 2020
Signed off by: Headteacher & Chair of Governors	Name: Asma Maqsood-Shah – Headteacher  Signature:  	Name: Shufqat Khan Chair of Governors  Signature:-  

## **Whole School Attendance and Punctuality Policy**

### **Mission Statement**

***'Every child matters, and every day counts, Darnall children deserve only the best'***

At High Hazels Academy we give the achievement of good attendance and punctuality high priority.

All school staff at High Hazels Academy strive to make the school day an enjoyable and fulfilling experience for all children. School attendance is crucial as the schools are dedicated to maximising the achievement of all children regardless of race, gender or disability. Regular attendance and good punctuality are vital to educational achievement and social integration. To support regular attendance the schools will work in partnership with the children, parents / carers and all stakeholders.

One of the most important things you can do for your child is to make sure they attend school regularly and on time. This starts from the very first time your child attends an education setting e.g. nursery or foundation stage.

Starting good attendance and punctuality habits early will help your child's social development. Making and keeping friendships is easier if your child is there on time, every day.

**High Hazels Academy expects every student to achieve 100% attendance during an academic year.**

### **Aims**

The schools aims are

-For your children to achieve and flourish, feel safe and happy, and to be confident to succeed to the best of their ability. A child who fails to attend primary school cannot take advantage of educational opportunities and rarely achieve their potential.

-To establish the value of education at an early age with parents / carers and children can be beneficial in later life, having a positive effect on self – esteem, behaviour and achievement.

-To improve the overall attendance of pupils, making attendance and punctuality a priority for all those associated with the school including pupils, parents / carers, staff and governors and volunteers.

-To ensure that all parents / carers understand and appreciate that children of compulsory school age receive a suitable education appropriate to their age, needs and ability. Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full time education suitable to their age, ability and aptitude to any special educational need they may have, either by regular attendance at school or otherwise.

-The school attendance target is 96%, when this has been achieved, the expectation is that this will be maintained by the support of the pupils, parents / carers and all those associated with the school.

### **Responsibilities**

The Local Authority has to offer educational provision for all school age children appropriate to their age, needs and abilities.

Parents / carers have a legal duty to ensure that their child attends school regularly and punctually. Failure to do is an offence punishable by law which may lead to a fine or imprisonment imposed by the Magistrates Court.

### **Legal Framework**

2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

2.2 A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

2.4 The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.5 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

### **Registration Procedures**

Our registration procedures are outlined in the flowchart in annex 1

### **Punctuality**

For pupils to feel, and be included with the whole school day, it is vital that they start the day with their peers and teacher. Lateness can have the same damaging effect as absence, and High Hazels Academy expects all pupils to be punctual

See the Punctuality flow chart in annex 2 for further information on how we manage poor punctuality.

### **Absence**

Unfortunately most children will have some absence from school, usually due to illness. It is important, however, to remember that not all illnesses mean your child cannot attend school unless obviously unwell, and that your child should return to school as soon as they are able. Never keep a child off school to avoid being late, being on time is important but it is better to miss a small part of the day than the whole day.

The longer children are away from school the harder it may be to fit back into school life. The more school work they miss the harder it will be to catch up. Even though written work can be caught up, the lesson itself cannot be re-taught and valuable explanation or group activities can be lost.

### **Reporting Absence**

Parents and carers are expected to contact school on the first day of absence either by telephone, writing or by visiting school by 9am if your child is going to be absent and you will need to give a reason for the absence. The attendance team will be able to offer some advice on how long, if at all, your child should remain home particularly where usual childhood illnesses or infections are concerned e.g. head lice or chickenpox. If a child is too ill to attend it is vital that you contact school on the first morning of any absence and keep in touch every day that your child cannot return to school.

Only the Head teacher can authorise absence from school. Absence will not be authorised unless the reason you offer is accepted by school, you may be asked to provide supporting evidence e.g. appointment letter or confirmation that your child has been seen by a health professional. The attendance team will tell you what they may need to see in order to authorise an absence for illness or other medical reason.

Wherever possible make children's appointments outside school times, particularly regular dental or medical appointments. There is no reason why a child shouldn't go to school before an appointment or return to school afterwards unless they are unwell. School staff are able to give particular medicines for a short period of time if in a prescribed form and labelled with the child's name and dosage. If your child needs regular medication you should discuss this with the pastoral team.

In certain circumstances the headteacher may authorise a limited amount of absence in exceptional circumstances. Always discuss any form of absence with the attendance team.

### **Unauthorised Absence**

Children with attendance below 93% are classed as Persistent Absentees or at risk of becoming Persistent Absentees and the attendance team will contact any parent whose child's attendance is of concern, particularly where reasons for absence are not clear or are not accepted. They may ask you:

-to provide some information, meet the Head teacher or attendance team to discuss any problems you may be having with getting your child to school

-whether you need any help to improve attendance and/or any other problems your family may be experiencing and can ask the Multi Agency Support Team in our area to help you

Some children with medical or additional needs may need to be discussed further to make sure that the correct support is in place.

You may be asked to sign an attendance contract and will be given a period of time for attendance to be monitored whilst you make efforts to improve and, if successful, no further involvement is needed.

If attendance does not improve despite help being offered the local authority can decide to take further action against any parent/carer, including legal action, and fines or a summons to Magistrates' Court will be considered.

See the flow chart at annex 3 for further detail

### **Holidays/Exceptional Leave in Term Time**

Family holidays should be taken during school holiday periods. Your child is expected to be in school every day during term time unless there are exceptional circumstances.

If there are exceptional circumstances requiring your child to be absent from school then an appointment should be made with the attendance team and an application for leave should be made 20 days prior to the absence to the headteacher who will decide whether or not to grant the leave.

If leave is not granted and you take your child out of school for a holiday you may be fined.

### **Nursery children**

Children attending nursery may lose their place by repeated incidents of absence. If the absence of a nursery child becomes a concern to school then the parents / carers will be invited to a meeting in school to discuss any possible consequence.

For parents / carers of children attending Nursery, funding will be paid for up to 3 week's absence per year, as long as there is prior agreement. Any additional weeks will not be funded. Parents / carers need to surrender the place if an agreement has not been made.

If you are having problems in getting your child into nursery please contact the nursery staff or pastoral team who will be happy to help, school may also seek support from your health visitor or the local MAST team.

### **To Promote School Attendance**

- The school will work as a team to deliver the importance of attendance to pupils, parents / carers, school staff, governors and all stakeholders.
- Attendance will be reviewed on a regular basis ensuring that parents /carers receive updates, and that the Governor for Attendance has access to all statistics.
- Each half term pupils who achieve above 99% attendance are rewarded with a certificate.
- Details of attendance figures are placed around the school at key points.
- Attendance will be regularly highlighted formally and informally at coffee mornings, workshops, parent council, transition meeting, parent forum etc.

# Punctuality Flow Chart

## Parent meeting

To be held when there have been 3 occasions of lateness  
Review after 2/3 weeks, if persistent lateness continues send out letter to arrange meeting



## 2<sup>nd</sup> Parent meeting and contract completed

Review after 2/3 weeks, if persistent lateness continues send out letter to arrange meeting



## 3<sup>rd</sup> Parent meeting and appropriate referral made

Review after 2/3 weeks, if persistent lateness continues send out letter to arrange meeting where referral made to MAST to support with routines and boundaries or referral made to school nursing where health issues are identified



## Meeting/Letter

Did not attend the meeting/ Refused Support/ Failed to improve punctuality

Is there enough unauthorised absence for prosecution? Or evidence for referral to social care

*If there is still no improvement after this process and you have enough 'U' codes please contact the SWQ Attendance and Inclusion Officer for your area.  
Prosecution for the 'U' code will be considered on a case by case basis.*

*The Attendance Legal Team would require a breakdown of how late, how much learning lost and how this is impacting on the child academically and socially.  
Ideally a mixture of 'O' and 'U' codes would be required to pursue to prosecution.*

# Attendance Flow Chart

8am onwards Absence calls received either in main office or on attendance line and note added to absence list.



9.05/9.15am and 1.45pm Registers closed all children arriving after this time are marked as late (L).



Attendance team check all registers have been inputted and there are no missing marks any missing marks are investigated all minutes late and absence messages are inputted onto SIMS by the attendance team.



Visual classroom checks completed to ensure no children have been marked absent in error and SIMS updated appropriately.



Text messaging system checked for messages and text sent to parent 1 on contacts to advise of absence, text message set up to be sent at 7am the next morning to the parents of children who have arrived late.



A List is compiled for safe and well home visits and a final check made of the text messaging system for absence messages and the attendance team leave school to carry out home visits taking school phone with them and leaving a list of visits to be made in school. Attendance team contact school between each visit to confirm they are safe and well.



If following home visits the school are unable to verify the whereabouts of any child concerns are raised with the appropriate agency eg. Social care, police, children missing from education team, health, MAST.

# Annex Persistent Absence Flow Chart

## Parent meeting/home visit

To be held when the child's absence becomes above 7% or a request for term time leave is submitted  
Review after 2 weeks, if persistent absence continues send out letter to arrange meeting.

Absence due to illness



Absence due to other circumstances



Absence due to term time leave



**2<sup>nd</sup> Parent meeting and contract completed**  
-Parent required to provide evidence for any further absences  
-Care plan in place for any long term conditions  
-referral made to school nursing/health visitor where relevant

**2<sup>nd</sup> Parent meeting and contract completed**  
-Parent required to provide evidence for any further absences  
-referral made to MAST if appropriate  
-Parent notified of intention to prosecute if absence continues

**Return to school- Parent meeting and contract completed**  
-if unauthorised referred for prosecution/fine

Review after 2 weeks, if persistent absence continues send out letter to arrange meeting

### Meeting/Letter

Did not attend the meeting/ Refused Support/ Failed to improve punctuality

Is there enough unauthorised absence for prosecution? Or evidence for referral to social care



**3<sup>rd</sup> Parent meeting and contract reviewed**  
-Parent required to provide evidence for any further absences  
-Care plan in place for any long term conditions  
-referral made to school nursing/health visitor where relevant  
-Letter completed to request info from GP

**3<sup>rd</sup> Parent meeting and contract reviewed**  
-Parent required to provide evidence for any further absences  
-referral made to MAST/social care if appropriate  
-Paperwork filed for punitive actions if at least 10% of the marks are unauthorised in the necessary timeline.

**3<sup>rd</sup> Parent meeting and contract completed**  
-Parent required to provide evidence for any further absences  
-If fine paid no further action continue to monitor attendance  
-if fine not paid paperwork prepared for single justice panel/court.