



*Roman Road Primary School*  
*Attendance Policy*

Reviewed by Roman Road Primary School:

February 2022

Agreed by the Governing Body:

March 2022

Date next full review is due:

July 2024

## Attendance policy

### Whole School Policy for Attendance and Punctuality

#### Rationale

When attendance at school is optimum, pupils have maximum opportunity to participate in all aspects of school life and learning. We believe that by offering a broad, balanced and exciting curriculum, children will want to attend school. If pupils are showing signs of sporadic patterns of attendance and they are missing school, which may ultimately lead to future persistent absenteeism (Attendance below 90%), we must do everything possible, both in terms of provision and checking family circumstances, to improve school attendance.

#### The Aims of the Whole School Policy for Attendance and Punctuality

- Aim 1                      To promote full attendance of all pupils.
- Aim 2                      To make attendance and punctuality a priority for all those associated with the school, pupils, staff, parents and governors.
- Aim 3    To maintain a framework which defines agreed roles and responsibilities in carrying out designated tasks related to pupil attendance and punctuality

#### Actions Designed to Support each Aim

- Aim 1                      **To promote full attendance of all pupils.**

#### Actions

- 1.1                      Apply whole school policy consistently.  
1.2                      Establish and maintain a high profile for attendance and punctuality.  
1.3                      Monitor progress in measurable outcomes for attendance and punctuality.

- Aim 2                      **To make attendance and punctuality a priority for all those associated with the school, pupils, staff, parents and governors.**

## Actions

2.1 Raise awareness of the importance of full attendance and punctuality to **parents** through:

- School prospectus
- Monthly newsletters
- School Website
- Induction and other meetings
- Parent-teacher interviews and annual pupil reports
- Individual attendance/punctuality letters, where appropriate.
- Referral to Legal Intervention Team and/or Governors' Attendance Panel where the attendance or punctuality of a pupil gives cause for concern.

Raise awareness of the importance of full attendance and punctuality to **pupils** through:

- Regular assemblies and special attendance assemblies
- Displays
- PSHE
- Reward system
- Participation in attendance competitions and events.

Raise awareness of the importance of full attendance and punctuality to **staff** through:

- Staff meetings and newsletters

Raise awareness of the importance of full attendance and punctuality to **governors** through:

- Newsletters and school website
- Head Teacher's Reports to Governors
- LEA Target-setting procedures
- Reporting of the actions of Governors' Attendance Panel to full Governing Body.

Aim 3 **To maintain a framework which defines agreed roles and responsibilities in carrying out designated tasks related to pupil attendance and punctuality.**

## Actions

Action	Person Responsible	Frequency	Comments

<b>Registration procedures clear and consistent.</b>	Class teacher and admin team	Start of each school session	Individual queries directed to admin. staff.
<b>Parent contacts school before start of session if pupil is to be absent.</b>	Parent/carer	First day of pupils absence	Note is made of call/text or email and placed in register.  Attendance is input on to SIMs  Reasons for absence are recorded and held on SIMs
<b>School registers close at 9.15am in morning and p.m. register will be taken at a time to suit activities in school.</b>	Admin team and Head Teacher	Daily	Morning register will allow 15 minutes for pupils to enter school. Pupils arriving late but within this period will be marked L=Late. Pupils arriving after close of registers will receive U=Unauthorised mark. The time of p.m. registration may vary according to timetable/special events.  Pupils being taken out of school during either session without the school's agreement will be marked U if they have been present for only part of the session or O if they have not been present at all.
<b>First day absence calling is in operation.</b>	Admin. Staff	First day of pupil absence if parent has not made contact.	Note of outcome is logged on file. If parent is not contactable or does not return call, absence will not be authorised.  It may be necessary to contact another named contact for vulnerable families.  Any extended absence the CME procedures would be followed.
<b>Attendance data is monitored regularly.</b>	Home School Liaison Officer (HSLO)	Weekly	Note is made of pupils achieving full attendance and those whose attendance may be cause for concern. A staged procedure is followed.
<b>Pupils achieving full attendance are</b>	Head teacher and class	Each term	Assemblies/displays/certificates/special awards are regular aspects of

<b>publicly recognised and rewarded.</b>	teachers		<p>school life.</p> <p>Classes who have achieved a weekly full attendance will be rewarded in school with extra playtime.</p> <p>The class with the highest attendance (or most improved attendance) each half term will be rewarded with a non-uniform day.</p>
<b>Parents of pupils whose attendance gives cause for concern are contacted to identify reasons for absence, and to provide support to improve attendance.</b>	<p>Head teacher/ HSLO</p> <p>Class teacher</p> <p>Governors' Attendance Panel</p>	Weekly or when staff member is concerned about a pupil's attendance/punctuality.	<p>Contact will be informal wherever possible, and will offer support and guidance.</p> <p>Referrals will be made to the local authority's Legal Intervention Team (LIT) for any parent who does not engage with the school's procedures to improve pupil attendance e.g. by not responding to letters from school and they will be referred to the half term Governors' Attendance Panel. (GAP)</p>
<b>Patterns of attendance for each pupil are identified.</b>	<p>HSLO</p> <p>Class Teachers</p> <p>Admin team</p>	As becomes obvious	Concerns about unusual patterns are passed on to Head Teacher/HSLO
<b>Late book is in operation.</b>	Admin team	Daily	<p>Reason for lateness and time of arrival or collection are noted.</p> <p>Parents of children who travel to school independently will be contacted if there are regular late marks recorded.</p>
<b>Parents of pupils whose punctuality are giving cause for concern are contacted to identify reasons and provide support to improve punctuality.</b>	<p>Head teacher</p> <p>HSLO</p> <p>Governors' Attendance Panel</p>	As required	<p>Parents are contacted on a half termly basis if there have been 5 lates or more.</p> <p>Individual punctuality targets may be set if appropriate or parents referred to GAP or LIT.</p>
<b>The taking of holiday in term-</b>	Parents	As holiday leave is	Parents are made aware of the consequences to pupil education of

<b>time is not authorised unless under exceptional circumstances.</b>  (see further information re this process below)	Head Teacher  Governors' Attendance Panel	applied for.	holiday leave in term time. Government regulations no longer allow this and the school will pursue the possibility of Penalty Notices where parents go against the school's agreement or refer to Governors' Attendance Panel.
<b>Referral to external agencies may be made to support pupil attendance/punctuality including LIT involvement and legal processes.</b>	HSLO  Head teacher  LIT	As considered appropriate	External agencies may be able to provide additional/short term support to families to help improve pupil attendance.
<b>Nursery pupils</b>	All pupils and parents		The sooner good patterns of attendance and punctuality are established for each pupil the better. Although attendance at Nursery is non-statutory, our Governors consider that parents have chosen to send their child to school and to our school therefore, the procedures which apply to our full time pupils are extended to those in Nursery.
<b>Absence from school for appointments.</b>	All parents	For each absence	Written evidence must be provided if a child is to be absent from school for a medical /appointment.

The school follows the Local Authority procedures when requesting a Penalty Notice to be issued for parents taking children out of school during term time. See below for further information.

Information for parents requesting Leave of absence during term time

1. A parent should make the application in writing at least 2 weeks in advance.
2. The school will reply in writing to the application stating whether or not the absence has been agreed.
3. If leave is not granted, the reason for not authorising a request will be given as well as the possible consequences of disregarding the refusal.

4. If leave is granted, the length of authorised absence will be stated including the date the child is expected back in school and the possible consequences if the child fails to return on that date.
5. If a parent removes their child from school without requesting a leave of absence or without authorisation from the Head Teacher, then a parent will be informed in writing that a referral may be being made to the Local Authority requesting a Penalty Notice be issued.
6. Possible consequences of a Penalty Notice being issued are: a fine of £60 per parent, per child if paid within 21 days, and £120 if paid between 21 and 28 days. This can add up to a considerable amount. If the Penalty Notice fine is not paid then the notice is withdrawn and the case will proceed to Magistrates Court for the original offence of failure to ensure the child's regular attendance at school.

This policy will next be reviewed in September 2019.

All those involved with the school will be invited to review, staff, pupils, parents and governors.