Attendance and Punctuality Policy Corinthian C.P. School

Welfare Team:

Mr Hudson: Headteacher
Mrs Kelly: Deputy Headteacher, DSL and Pastoral Lead
Mrs Lovatt: School Family Link Worker, Attendance Officer
Mrs Clarke: Attendance Administration
Miss Deering (Education Welfare Officer)

Governor Committee: Full Governors
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1.0 Introduction

Corinthian School recognises the clear link between the attendance and achievement of pupils. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils within Corinthian School to support learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. *As a school we define regular attendance as 97% or above.*

Corinthian School believes Teachers, Parents, Carers, Pupils and all members of Corinthian School community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve. This Policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

2.0 Aims

- Maximise the overall percentage of pupil attendance and punctuality at Corinthian School.
- Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- Provide support advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

2.1 Promoting regular Attendance at Corinthian School:

This is everyone's responsibility; all members of staff, parent/carers and pupils.
To help us all focus on this, Corinthian School will ensure:

- Appropriate interventions are in place to improve punctuality.
- An appropriate curriculum is provided and will be reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes Corinthian School and multi-agency provision, as appropriate.
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, individual letters and meetings when required and annual progress reports.
- Good attendance and punctuality is rewarded through regular incentives.
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

3.1 Expectations of Parent/Carer

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

- Ensure your child arrives for school on time.
- Telephone school if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
- Contact school preferably by 9:00 am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school (via School App, telephone or leave a message in person at the main reception).
- If a text message/phone call is received as a result of your child's absence, it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the Welfare Team via school main office, if the reason for absence requires a more personal contact.
- **In case of emergency** we need a *minimum of two* up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided so that if the first contact cannot be reached we have a further contact point.)
- Requests for exceptional circumstances leave of absence must be in writing to the Headteacher and can only be authorised by the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, sporting events, concerts and birthdays. Absence Forms can be requested from the school reception.

3.2 If a pupil is absent we will
- Telephone and text parent/carer on the first day of absence if we have not heard from them by 9am.
- If no response is received for the absence, when school make contact, a member of school staff will conduct a home visit. If there are any safeguarding concerns on record, contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited, via letter, to meet the Welfare Team.
- If absences persist the Welfare Team will discuss actions with the Education Welfare Officer.

4.0 Understanding types of Absence
- Corinthian School has to record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by text or phone on the first day of absence and in writing on the pupil's return.

4.1 Authorised Absence
- Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. *It is the Headteacher, not parents who make the decision to authorise absence from school.*

4.2 Unauthorised Absence

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, sporting events, to look after siblings
- Absences which have not been explained.
- Pupils who arrive at school too late to get their mark
- All absences, where the child has less than 95% attendance parents may be required to provide medical evidence to support parent explanation for any future absences. Without medical supporting evidence those absences will be recorded as unauthorised.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 Corinthian School has been able to issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions (equals five days) of unauthorised absence in any one term. The warning period will cover a period of 20 consecutive school days. If the child has any unauthorised absence, during this warning period of 20 days, the school will refer the case to the local authority requesting a Penalty Notice be issued.

4.3 Persistent Absence

- Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence **whether authorised or unauthorised**. The DFE expects schools to intervene well before pupils reach a level of persistent absence.
- Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.
- Parent/Carers are asked to contact the Welfare Team in the first instance.

5.0 Why Regular Attendance is very important:

Any absence affects education and regular absence will seriously affect pupils' learning.
Pupils who have time off often find it difficult to catch up and do well.

- 90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

6.0 The Education Welfare Officer (EWO)

- The Education Welfare Officer provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.
- The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists the EWO will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

7.0 Leave of absence in Term Time

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.

Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

8.0 Lateness

Poor punctuality is not acceptable**.** If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

8.1 How we manage lateness

Process for Corinthian

The school day starts and registers are taken at 9:00am by the class teacher and pupils receive a late mark if they are not in their class by that time. *School recommends that pupils arrive by 8:50 am.*

- If a pupil arrives late to school parents/carers will receive a text message/telephone call to inform them of their child's late arrival.
- Late arrival to school *following the close of registers is classified as an absence* though the child will obtain a health and safety present on site mark. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the Welfare Team who will offer support to resolve the problem.

9.0 People Responsible for Attendance Matters at Corinthian School

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

10.0 Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to:

- Inform the local authority in *every* circumstance when deleting a pupil's name from the admission register
- Inform the local authority of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the local authority when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the
- start date when known, school office will provide you with an 'exit roll' form for you to complete. If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Appendices
Attendance and Punctuality Roles and Responsibilities Guidance
Whole School Approach

When	Whom	Actions Expected
DAILY	**Pupils**	• Arrive on school site by 9:00 am • Be in class on time for registration
	Class Teacher	• Registers are completed at the beginning of each morning and afternoon session each day • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school • Welcoming long-term absentees back into the class
	Welfare Team	• Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via SIMs • Log on SIMS, parental voicemails, text messages and emails regarding student absences • Identify pupils who are absent from school without reason (before 9:45am) • Ensure all Late arriving pupils are spoken to and their attendance is entered on to SIMS • Messages or phone calls sent/made to parent/carers who have failed to contact regarding their child's absence and also pupils who arrive late. • First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers. • Logging attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems. • Daily Late process, log and send actions for relevant staff. • Daily Attendance/ PA report sent to Mrs Kelly and Mrs Lovatt with responsibility for attendance.
	EWO	• Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers • Home visits • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff.
	Senior Leader	• Monitoring and tracking of staff not completing registers in line with • Safeguarding requirements. • Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils

When	Whom	Actions Expected
WEEKLY	**Class teacher**	- Ensure all members of the class know the school target and their current attendance - Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate. - Update information on attendance boards
	Welfare Team	- Informing SLT and EWO of pupil patterns of absence. - Provide weekly pupil attendance figures for class teachers and pupil rewards - Discuss punctuality issues with identified pupils and parent/carers - Pupils rewards - Provide half termly punctuality incentives and issue relevant rewards.
	Senior Leader	- Monitoring and Tracking of staff not completing registers in line with - Safeguarding requirements. - Liaison with EWO, Pastoral Coordinators and Curriculum Leaders regarding support work with identified pupils

When	Whom	Actions Expected
HALF TERMLY	**Senior Leader**	- Maintain a high profile of attendance as a significant contributor to pupil achievement - Use attendance data to identify and take action to improve the attendance of vulnerable pupils - Ensure that all teaching staff focus on attendance in planning and pedagogy
	Senior Leader	- Ensure that attendance features in ALL parents' evenings - Monitor and track attendance/PA Action Plans - Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern

When	Whom	Actions Expected
TERMLY	**Senior Leader**	- The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision - School Attendance Review alongside the EWO - Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance - Ensure that the attendance policy is implemented across the school and that systems are operating effectively. - Report to SLT on attendance matters - Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance
	Headteacher	Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors

9.0 Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		• Rewards and Praise	Class Teacher Pastoral Staff Senior Leader
99% - 97% Attendance is Good		• Rewards and Encouragement	Class Teacher Pastoral Staff Senior Leader
96% - 95% Attendance is a Concern		• Talk to pupils & contact parent/carers • 5 minute meetings Return to school discussions Safe and well safeguarding visits Early intervention EWO Persistent absence warning letters	Class Teacher Pastoral Staff Senior Leader EWO

Below 95% Attendance is a Serious Concern		• Regular next action planning meetings Safe and well safeguarding
		• visits
		  • Action Plans
		  • Legal interve tion
			Senior Leader Pastoral staff Governors
			
			EWO

Corinthian School Improving Student Attendance – flow chart

Weekly on going assessments

Attendance drops below 95% Warning letter sent out. Medical evidence may then be required for further absences

→ **IMPROVEMENT**

PC Monitor

Further Absence

If 10 consecutive sessions are missed EWO will complete Safeguarding visits and written advice left with parent/carers

Pastoral coordinator contact Home and arrange meeting if required

IMPROVEMENT PC Monitor

Further Absence

If 10 consecutive sessions are missed EWO will complete Safeguarding visits and written advice left with parent/carers

Pastoral coordinator contact Home and arrange meeting within 1 week. If attendance is under 95% may result in a referral to EWO

IMPROVEMENT PC/EWO Monitor

No Improvement - Persistent Absence Status - less than 90% attendance

If 10 consecutive sessions are missed EWO will complete Safeguarding visits and written advice left with parent/carers

EWO contact Home and arrange meeting within 1 week to conduct assessment.

IMPROVEMENT EWO to Monitor

EWO assessment and Info sent to Achievement leader & Assistant Head.

No Improvement - Persistent Absence Status - less than 90% attendance

Time frame - 12 weeks

EWS Case work Referral