

ATTENDANCE & PUNCTUALITY POLICY

September 2023

Hollyfield Primary School



Version:

September 2023

Ratified by the Governing Body:

20 September 2023

Signed by the Governing Body:

To be reviewed (annually):

September 2024

Introduction

The governors and staff at Hollyfield Primary School are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and helps them to become emotionally resilient, confident and competent adults, who are able to realise their full potential and make a positive contribution to their community.

Hollyfield Primary School values all children. As set out in this policy, we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

The Attendance Leader, Mr Holmes and Attendance Officer, Mrs Glass will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success. Attendance concerns will be raised with parents/carers if reasons are not known by the school, e.g. a long period of illness and this information may be shared with the Local Authority. Where we have concerns, or a lack of engagement from families to improve attendance, we will follow the school's escalated approach to improving attendance. The school's escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will use the Early Help process to provide support prior to escalation and consider how we can work with families to enable your child to access their right to education.

Our aim is to always work in partnership with parents/carers and any referral for consideration of a penalty notice is deemed to be a last resort at Hollyfield. Attendance figures for each child will be reported to parents as part of the annual report and we will also share a child's attendance profile if we have concerns regarding a child's attendance. Throughout the school year, the Attendance Team will report on the overall attendance figures for groups of children, this will be closely monitored for support and reported to the Governing Board.

To support good attendance, and safeguarding, at Hollyfield we:

- Ensure the school is welcoming and every child feels a sense of belonging and connectedness
- Ensure the school site is open at the stated times
- Ensure the regular, efficient and accurate recording of attendance is complete by every class teacher each day. This further supports our approach to safeguarding within the school
- Take safeguarding seriously and we will always contact you on the first day that your child is absent from school. If your child arrives late after the close of registration, we will record their arrival at reception and transition the child to class
- Consider any requests for leave in term time on an individual basis. This will be aligned to the Local Authority guidance
- Notify the Local Authority within 5 days if a new child is joining the school roll
- Inform the Local Authority of children whose parents have opted for Elective Home Education and have notified the school in writing
- Work closely with the Central School Attendance Welfare Service (CSAWS)

- Notify the Local Authority of Children Missing in Education – aligned to the 2022 Department for Education's (DfE) Working Together to Improve Attendance paper

A Whole School Approach to Supporting Attendance at Hollyfield

Securing good attendance at Hollyfield cannot be achieved in isolation and effective practices for improvement will involve working closely with other members of staff within the school. The Attendance Team will work alongside class teachers, the Designated Safeguarding Lead (DSL), Curriculum Lead, Behaviour Lead, Special Educational Needs Coordinator (SENDCo) and Pupil Premium Lead to facilitate a whole school approach.

The Strategic Approach

Hollyfield Primary School adopts the 5 Foundations of Effective Attendance Practice Framework, which is modelled on the work of Professor Katherine Weare. The emphasis is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all children can attend school and thrive. The approach ensures we prioritise building solid working relationships with children, and parents, prior to escalation. The staged approach we follow ensures we identify triggers early that can lead to poor attendance issues such as mental health issues, lack of trust, communication and relationship breakdowns and the possible lack of networking opportunities both internal (in school) and external (external agencies).

Aims of the 5 Foundations Strategy

- Increase school attendance and reduce persistent and severe absence
- Ensure attendance is well managed within the school with the appropriate level of resources allocated
- Enable the school to make informed use of attendance data to target interventions appropriately, focusing on the key demographic groups highlighted in the 2022 DfE: Working Together to Improve Attendance paper

Objectives

- Create an ethos within the school in which good attendance is recognised as the norm and every child aims for excellent attendance
- Make attendance and punctuality a priority
- Set focused targets to improve individual attendance and whole school attendance levels.

- Embed the 5 Foundations of Effective Attendance Practice Framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality
- Record and monitor attendance and apply appropriate strategies to minimise absenteeism
- Develop a systematic approach to gathering and analysing relevant attendance data
- Provide support, advice and guidance to both parents and children whilst developing mutual cooperation between home and school in encouraging good attendance and in addressing any identified attendance issues
- Demonstrate, using rewards, that the school recognises good attendance and punctuality are achievements in themselves



**5 Foundations Of Effective
Attendance Practice**

5 Foundations of Effective Attendance Practice

The main aim of the framework is to ensure the school promotes a culture of good attendance and celebrates success. Ultimately, the framework will ensure there is a culture of feeling safe and school being a place where children are happy and want to be.

Positive health and emotional well-being are key factors in improving social development, school attendance and educational achievement. The 5 Foundations of Effective Attendance Practice model promotes and supports a whole school approach to mental health and emotional well-being, ensuring social, emotional and mental health support remains a key driver in improving attendance for all children.

Each Foundation is supported by 5 Key Performance Indicators. These are used to ensure the school can embed the Foundations Framework and understand the strategic direction regarding attendance improvement. Each year the school will use the 5 Foundations self-assessment tool to understand what works well and identify what we need to do even better. We then follow the 5 Foundations school improvement process to implement the attendance plan and ultimately improve the lives of the children and families we work with.



Foundation 1

Whole School Thinking

Culture & Climate

The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.



Foundation 2

Supportive Policies, Systems and Processes

The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.



Foundation 3

Professional Learning Staff Development

The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Team delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.



Foundation 4

Implement Targeted Programmes And Intervention

Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the Attendance Team understands the reason for attendance concerns, these barriers can then be successfully supported and removed.



Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.

DfE: Working Together to Improve Attendance 2022.

Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2022).

The table below identifies how the 5 Foundations of Effective Attendance Practice will underpin the DfE 2022 paper:

DfE Summary of Expectations	 Foundation 1 Whole School Thinking Culture & Climate	 Foundation 2 Supportive Policies, Systems and Processes	 Foundation 3 Professional Learning Staff Development	 Foundation 4 Implement Targeted Programmes And Intervention	 Foundation 5 Connect Appropriately With Approaches To Behaviour Management
Develop a whole-school culture that promotes the benefits of high attendance.	✓	✓	✓	✓	✓
Have a school attendance policy		✓			
Have day-to-day processes to follow up absence	✓	✓	✓		
Monitor and analyse data to identify those that need support		✓	✓	✓	
Engage with families, understand barriers to attendance and work together to remove them	✓			✓	✓
Provide additional support for pupils with medical conditions or SEND			✓	✓	✓
Share information and work collaboratively with others	✓	✓	✓	✓	
A new focus on persistent and severe absence		✓	✓	✓	✓
Find out what the DfE expects from other stakeholders		✓	✓	✓	

Legislative Framework

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

Partnership with Parents

Hollyfield Primary School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school for example: bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional Early Help that may be required. Safeguarding is a priority at Hollyfield and concerns for any child at any time will be reported to the Designated Senior Lead for Child Protection, Mr Cole. We always follow the DfE: Keeping Children Safe in Education document and our Safeguarding and Child Protection Policy.

Some children are more likely to require additional support to attain good attendance e.g. children who are vulnerable, have a specific medical need or EHCP. These pupils will be monitored and supported in school. At Hollyfield, we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance and developing and monitoring the impact of targeted support.

The Attendance Officer will initially:

- Check records, including any from other schools which the child has attended previously.
- Discuss with staff how the child is coping with the curriculum.
- Speak to the SENDCo to establish whether the child is on the special educational needs register.
- Ascertain the voice of the child to understand any difficulties the child may be experiencing e.g. curriculum, bullying, home concerns.

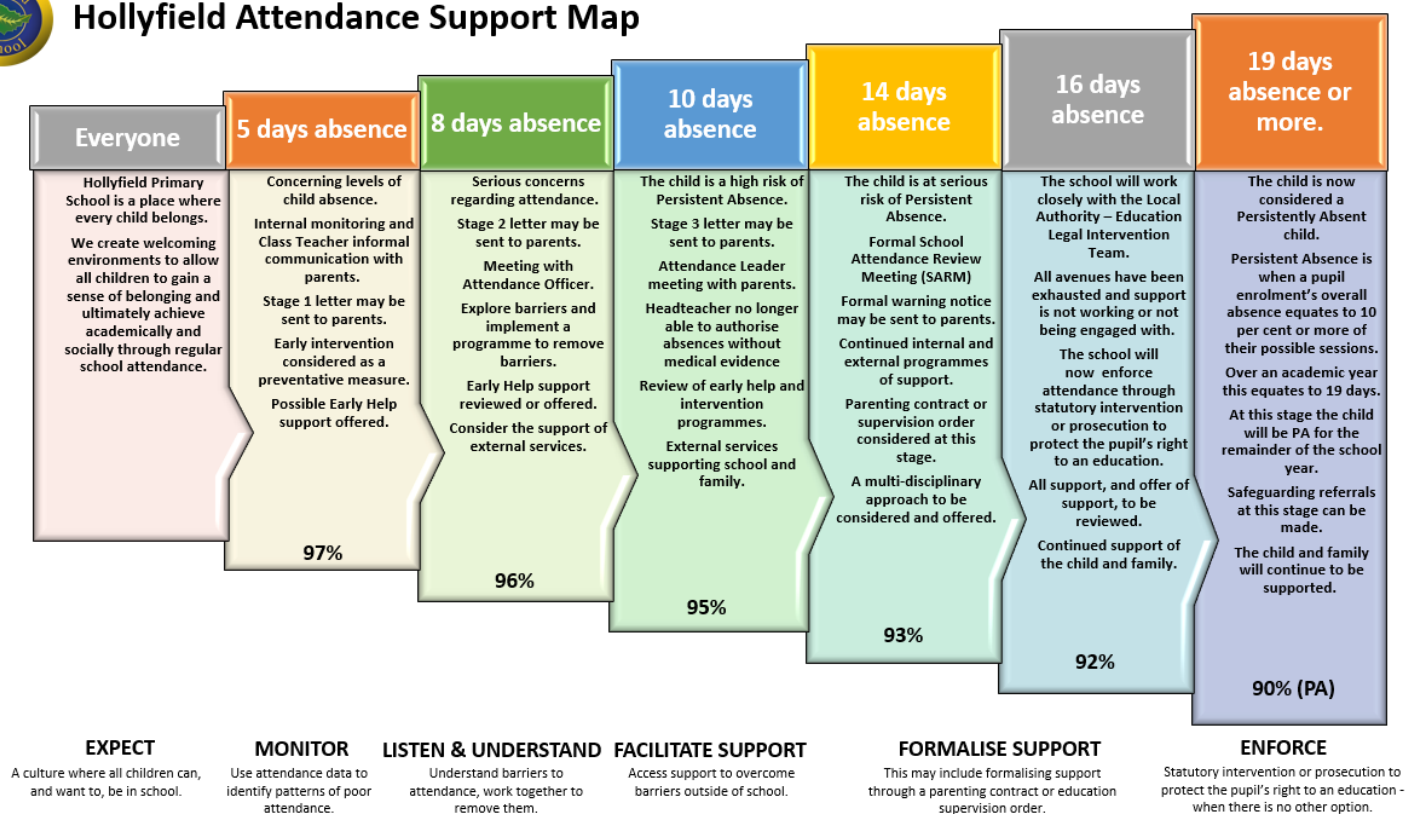
Children whose attendance falls below 90% are classified as being 'persistently absent' from school. Where a child falls under 50% attendance the child will be classified as a 'severely absent child' in line with DfE guidelines. Ultimately this will indicate that all intervention, and support, offered by Hollyfield Primary School has not made the expected impact to improve overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact, we will escalate with our external partners.

Attendance Support Map

We always support children during each stage of our Attendance Support Map (see below). If there is a lack of engagement or concerns regarding the reason for absence, we will follow the Attendance Support Map's escalated approach to ensure we prioritise a child's learning and their right to an education.



Hollyfield Attendance Support Map



Where attendance has deteriorated rapidly, there are concerning patterns of absence, unauthorised absences, or parents have not responded to concerns raised, a referral may be made straight to CSAWS. The Birmingham attendance process for addressing attendance concerns and where appropriate legal action including the issue of penalty notices will be followed.

Celebrating Success and Preventing Absence

At Hollyfield we feel it is important to reward children who have achieved good or improved attendance. Each half term, all children who have achieved good or improved attendance will be entered into a prize draw to win a gift voucher. We notify parents of our whole school attendance percentage in our newsletter and advise you when we have school attendance campaign weeks. The weekly 96% Classopoly Attendance Challenge allows classes to celebrate their collective attendance successes. When a class achieves 96% or above they can roll the dice to move around the board collecting prizes and golden tokens on the way. When a class collects 5 golden tokens, they can enjoy a movie or games afternoon.

Hollyfield Primary School will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend our school, and by working in partnership with the school community we believe that together we can achieve more.

Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



Doors open for children at 8:45am. The class register will close at 09:00am. Children arriving after the close of the register will be recorded as late for the morning session.

The school registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable.

If a child arrives at school from 9:15am, they will receive a 'U' code. These marks will not be authorised and will count as an absence for the morning session.

These absences will only be authorised if a satisfactory explanation for the late arrival can be provided, e.g. attendance at a medical appointment.

Pupil absence will be recorded as unauthorised if a child has arrived late without justifiable cause e.g. they woke up late or were waiting for their uniform to dry.

Due to possible legal action, after 20 'U' codes the following procedures are put in place to resolve the problem:

- 5 U codes = a letter sent home
- 10 U codes = Meeting/telephone call/home visit to understand reasons and remove barriers parents/carers and CSAWS
- 20 U codes = Head Teacher will instigate legal proceedings where appropriate using FastTrack process

At the end of the school day, parents are expected to collect their children on time. This is 3:15am for Reception and Key Stage 1 and 3:20pm for Years 3-6. We understand that on occasion, due to unforeseen events, parents may be a little late for collection. In this case, parents must inform school at the earliest opportunity and then collect their child/ren from the main school office.

School will monitor pupils who are collected late. Extended lateness and regular late collection from school will be challenged as not acceptable.

Absence

First Day Contact

At Hollyfield Primary School we expect our parents to make contact at the earliest opportunity on the first day of any absence to inform the school of the reason. Parents are expected to maintain contact with the school throughout the absence.

At 9.30am school registers are checked for any absences where there has been no contact by parents and reason given.

If parents/carers fail to notify the school of an absence, we will contact you via telephone or text message. If staff are concerned about a child's absence or there is no response to text messages, we may call parents/carers or other emergency contacts, visit your home address, write to you or make referrals to the CSAWS Attendance and Welfare Officer and to the police for a visit to see the child. We may also invite you to meet with a member of staff to discuss any on-going concerns regarding attendance.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

It is imperative that up-to-date contact numbers and details are provided to school. We are required to hold two or more emergency contact numbers per child (Hollyfield Primary School, Safeguarding & Child Protection Policy 2023). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the above absence process.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance. It is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:

- Child is absent and there are frequent odd days of absence due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence
- Where there is a medical problem and school may need evidence to seek additional support/provide support

Medical Appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter, card, email or text prior to the day of the appointment.

Other Reasons for Absences

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DfE guidance and not authorise absences with unsatisfactory explanations, including:

- When a parent/carer or sibling is unwell
- A child or family member's birthday
- Shopping for uniform or other items
- Having their hair cut
- Closure of a sibling's school for INSET, industrial action or other purposes
- "Couldn't get up"
- An illness where the child is considered well enough to attend school without medical authority and in the absence of an infectious disease
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner

Religious Observance

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies may be contacted to verify these occasions.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates.

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to place and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Leave During Term Time

From 1st September 2013, the Government amended the Education (Pupil Registration) (England) Regulations 2006. Head Teachers may only grant leave in 'exceptional circumstances' and Hollyfield Primary School observes Birmingham City Council's 'Leave in Term Time Guidance for Schools and Academies'.

Parents wishing to apply for leave during term time must send a written request for the attention of the Head Teacher before making any arrangements. These forms are available upon request from the school office. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis.

If a child fails to return and contact with the parent has not been made or received, school may take the child off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child may lose their school place.

If the permission to take leave is not granted and the child is still absent from school, the absence will be unauthorised. In such cases the school and Local Authority may consider legal action.

Only in exceptional circumstances will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

Persistent Absence (PA)

Hollyfield has a particular focus on reducing persistent absenteeism in school. The persistent absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as 'persistently absent' when they have missed 38 or more sessions. This equates to 19 or more missed days during the academic year, which is as little as 6 days over each of the three terms. This also equates to the equivalent of 1 day of absence or more, per fortnight across a full school year.

We use a 19-day tracking system to make parents aware of the number of days their child has missed in education. This allows us identify those at risk quickly and work in partnership with families to prevent children from reaching PA threshold.

Legal Sanctions

There are several sanctions that school can take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to parents first in order to identify the reason(s) for ongoing absence. Hollyfield ensures the Attendance Support Map is followed for all children and that support is given at each stage. For lack of engagement in attendance support there are a number of legal sanctions:

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

Penalty Notices will be used in accordance with Birmingham City Council guidance.

Prosecution

Where intervention through the school's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Please refer to section 6 of the DfE Working together to improve school attendance 2022 for more information.

Transition Following Long Term Absence or Illness

Absence can significantly interrupt the continuity of children's learning. During any long-term absence, Hollyfield Primary School will:

- Maintain contact with the child/family.
- Carefully plan the transition back to school, ensuring the child feels welcome and regains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.
- The class teacher and teaching assistant will support a child when returning to class and support them with any work they may have missed.

Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. Hollyfield Primary School follows the Local Authority's procedures for dealing with children that go absent from education, particularly on repeat occasions. This is to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in the future. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

'Children absent from education' includes those children who are missing (family whereabouts unknown), and are children who are registered on a school roll/alternative provision. This might be a child who is not at their last known address and either:

- Has not taken up an allocated school place as expected, or
- Has 5 or more days of continuous absence from school without explanation, or
- Left school suddenly and the destination is unknown

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or be dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Hollyfield Primary School and their attendance to the approved alternative provider is monitored.

When pupils are dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will also record the attendance of absence.

For children who are educated off site but not dual registered, their attendance will be recorded in the school register as a B code if they are confirmed present, or the appropriate absent code if absent.

The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Hollyfield Primary School.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the Head Teacher has either approved in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Head Teacher [see The Education (Pupil Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].

School complies with and uses the DfE Compulsory National Attendance Codes to categorise absence (Appendix 2).

Using Attendance Data

Children's attendance will be monitored and shared with the Local Authority Attendance Support Team at least termly in line with Working together to improve attendance (2022) as well as other agencies and the DfE.

Weekly attendance meetings will be held between the Attendance Officer and Safeguarding Team. Meetings will focus on agreed actions for those children of concern. The purpose of each meeting will be to understand the progress the school is making when supporting identified individuals or groups of children.

Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

It is the responsibility of school Governors to challenge and support the school regarding overall attendance. Regular reports will be presented to the Board in order for them to ensure that families are fully supported and attendance figures are as high as can be.

Roles and Responsibilities

Hollyfield Expectations – Parents:

- i Parents are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this responsibility
- ii Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform
- iii Parents of children who do arrive at school late must follow the correct procedures for recording their lateness and entering their lesson
- iv Parents should ensure that their children are collected at the end of the school day on time
- v Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time

- vi Parents should be aware that they do not have the automatic right to take their child out of school for a holiday during term time
- vii It is the parents' responsibility to inform school of the reason for a child's absence on the first day of absence
- viii All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns

Hollyfield Expectations – Children:

- i All children should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards
- ii All children are expected to be on the school site on time and ready to learn. Children are expected to be punctual to all lessons and registration
- iii Children must not leave the school without permission, 'truant'; this will be seen by the school as a major safeguarding concern

Hollyfield Expectations - Class Teachers:

Class teachers are the key staff members in promoting regular punctual attendance. Class Teachers will:

- i Provide a good example by always being punctual to registration and meeting children at the door – providing a welcoming environment
- ii Keep an accurate and up-to-date register of attendance each morning and afternoon
- iii Follow the Attendance Policy procedures when dealing with absences and punctuality
- iv Maintain effective communication with the Attendance Officer regarding all attendance matters concerning the children they work with
- v Ensure that children are aware of the importance of the school attendance target and their own individual attendance targets - where appropriate, assist them in monitoring their own attendance rates
- vi Ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy
- vii Build a welcoming atmosphere in the classroom and provide support, as necessary, when children return after an absence

Hollyfield Expectations – School Office:

The School Office will support the Attendance Officer and Attendance Leader in their roles. They will:

- i. Maintain registers
- ii. Carry out first day calling and/or send text messages to identify reasons for any unknown pupil absence
- iii. Identify children whose absence needs further follow up action in line with the school absence procedure and contact parents
- iv. Record late arrivals

- v. Undertake the administration of school attendance letters, leave of absence letters etc.
- vi. Produce attendance reports

Hollyfield Expectations - Attendance Officer:

The Attendance Officer is responsible for regularly checking attendance data and ensuring data is accurate and up to date. The Attendance Officer will:

- i Ensure that data is input daily into the attendance management system
- ii Ensure that parents of absent children are contacted where notification of absence has not been received
- iii Ensure contact is made with parents of poor attendees – always placing support before sanction
- iv Respond to any parent seeking support on attendance concerns
- v Provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales
- vi Be responsible for disseminating important attendance information including informing the Attendance Leader of which children are of concern; in line with the agreed procedures and timescales
- vii Be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents
- viii Be responsible for liaising closely with the Local Authority's Attendance Team and CSAWS to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up
- ix Be responsible for managing and maintaining attendance records and systems

Hollyfield Expectations – Attendance Leader:

The Senior Leader responsible for attendance will promote good attendance and punctuality. They will:

- i Implement the 5 Foundations of Effective Attendance Practice framework
- ii Ensure the Foundations action plan is monitored and actioned throughout the school year
- iii Report to the Safeguarding and Attendance link Governor and provide half-termly reports to Full Governing Board meetings
- iv Provide training and support to staff
- v Participate in pre-legal meetings
- vi Use attendance data to make links with attendance and academic performance;
- vii Ensure attendance reward assemblies take place weekly
- viii Ensure that reference to attendance is included in school documentation e.g. newsletters, letters to parents, school prospectus, information booklets

Hollyfield Expectations – Governing Board:

The Governing Board is responsible in ensuring compliance with relevant legislation (e.g. pupil registration, attendance registers). They will:

- i Review and monitor school attendance
- ii Agree and Review School Policy

Relevant legislation

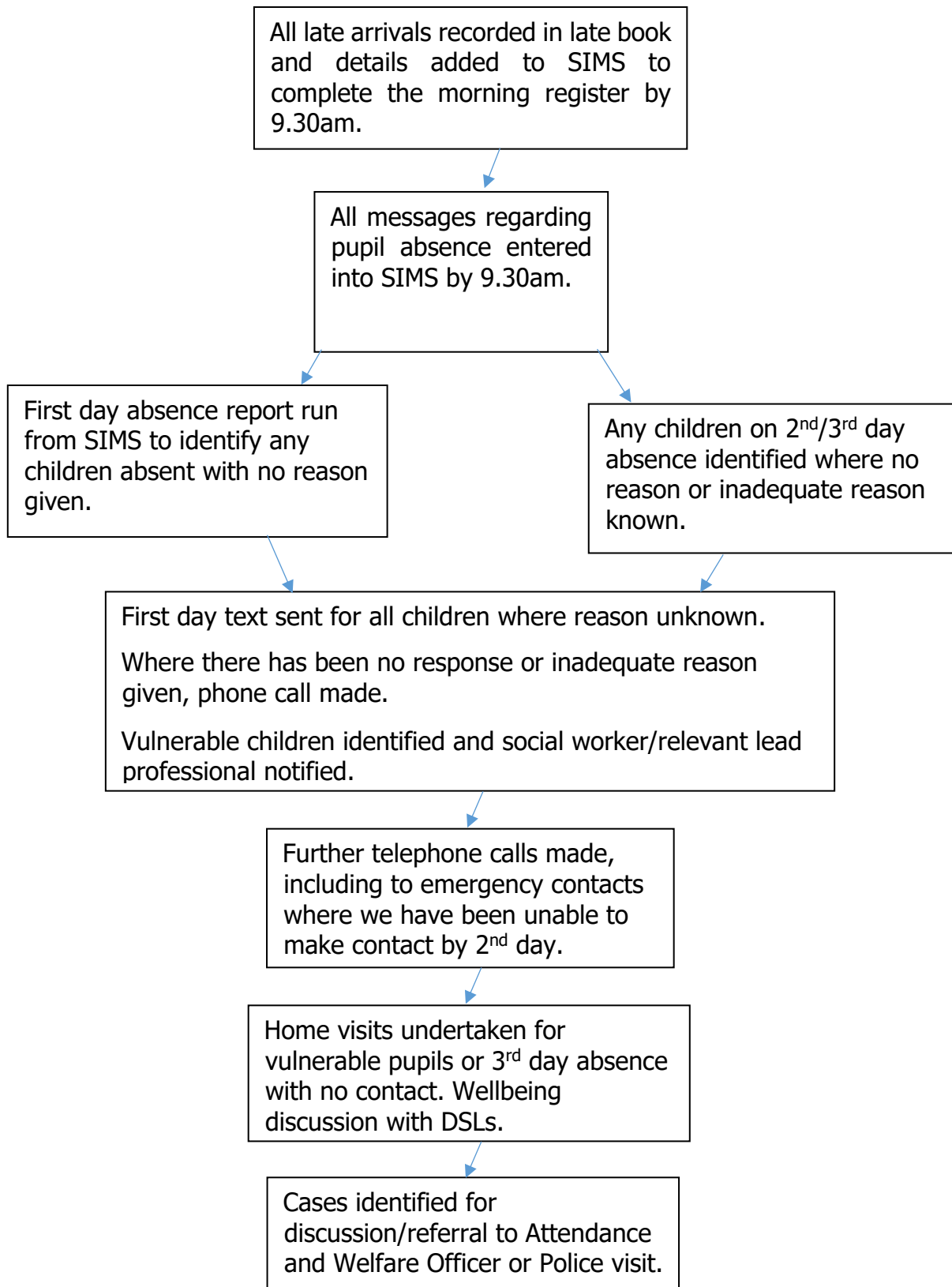
- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

Relevant Government Guidance

- Working Together to Improve School Attendance
- Parental Responsibility Measures for Attendance and Behaviour
- Children Missing Education
- Keeping Children Safe in Education (KCSiE)
- Working Together to Safeguard Children
- Elective Home Education
- Alternative Provision: Statutory Guidance for Local Authorities
- Exclusion from Maintained Schools, Academies and Pupil Referral Units in England
- Supporting Pupils at School with Medical Conditions
- Promoting and Supporting Mental Health and Wellbeing in Schools and Colleges
- Approaches to Preventing and Tackling Bullying

Appendix 1

School Absence Procedure



Appendix 2

Attendance Codes, descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances