



THE PIONEER ACADEMY

"...and the main thing is learning."

www.thepioneeracademy.co.uk

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Attendance Policy

The Pioneer Vision

The Pioneer Academy promotes and achieves excellence for children. It recognises the importance of outstanding teaching and learning by actively encouraging creativity and innovation, whilst having consistent standards of behaviour and attendance. Treating everyone as equal, whilst celebrating diversity, is a non-negotiable; protecting all through safeguarding, health and safety and welfare is paramount.

The Pioneer Academy Expectations

We are a multi-academy trust that has high expectations in all areas and attendance is no exception. Regular attendance is a key factor to children achieving their very best whilst at school and this means being in school, on time every day. Parental attitude is a key influence on a child's school attendance and there is much they can do to encourage, even reluctant pupils, to attend. We will work with and support parents to ensure pupils are in school every day ready to learn. Every day counts!

Pioneer Rationale

All Pioneer schools seek to ensure that every pupil receives a full-time education. We expect all children on roll to attend every day, when the school is in session as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. Research demonstrates a clear link between good attainment and good attendance. We strive to make all of our schools a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

The Law on Attendance

The Education Act 1996 places a duty on parents to ensure that their children are 'properly educated, either at school or otherwise'. Children must remain in full-time education for as long as they are of compulsory school age. There is no entitlement for pupils to be granted leave of absence for holidays during term time. Under the Education Regulations (1995), the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. The register will also indicate whether the absence was authorised or unauthorised.

Attendance Targets

Each Pioneer school is set a challenging attendance target each year. These targets are set by the Head Teacher and monitored by the Governing Body. The Head Teacher will report on attendance in the termly report to the Governing Body.

Monitoring Attendance

Pupil attendance will be monitored regularly by the school's attendance officer who will make the Head Teacher and/or the Educational Welfare Officer aware of any immediate concerns regarding the attendance or punctuality of individual pupils. Letters will be sent to those parents where their child's attendance falls below 96% and/or if punctuality is a cause for concern. If no improvements are seen, meetings will take place to support parents where needed. These meetings may also include the Educational Welfare Officer who supports the Pioneer schools regarding attendance.

Rewarding Good Attendance

The Pioneer Academy promotes the need for good attendance to ensure every child has the best opportunity to achieve their full potential whilst in school. Schools within the Pioneer Academy understand how important it is to recognise and reward good attendance and this is achieved in a number of ways including; Best Class attendance award every week, 100% attendance award for pupils who are in school every day for the term and also for pupils who are in school every day for the whole academic year.

Teachers and staff will build a 'culture' within the school of the importance of good attendance and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

School Vision

At the Crescent Primary School, we celebrate diversity and appreciate the cultures throughout our community. We are all proud of who we are and where we come from. Our high expectations ensure that everyone in our school family is inspired to grow. Through memorable and enriching learning experiences, we will nurture the individual success of each and every child.

Inspiring Learners to Achieve Big Dreams

Legislations and Guidelines

This policy meets the requirements of the school attendance guidance 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](#)

School procedures

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

The original entry

The amended entry

The reason for the amendment

The date on which the amendment was made

The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Registration

The Crescent Primary School recognises the importance of education and learning and therefore operate a 'soft start' for our children in the morning. This means that our gates will be opened at **8:30am**, allowing the children to walk straight to their classrooms. Children will not be required to line up on the playground. All children should be in their classrooms by **no later than 8:50am**, where the school gates are locked, class registers taken and school day begins.

- Electronic registration is used in all year groups and taken twice per day at **8:50am** and **12:40pm** for Key stage 1, **1:30pm** for Key stage 2. A school day counts as 2 marks of attendance.
- Morning registration ends at **8:55am** if a pupil arrives after this time he/she should be accompanied by the parent to the main reception where they will be recorded as late and the time of arrival noted. Any pupil arriving after **9:25am** will become an unauthorised absence and marked as an absentee for the whole of the morning session.
- It is essential that children arriving and leaving school with a parent/carer outside the normal school hours are signed in or out from the office. The signing in/out register in the office is used in the case of an emergency or a fire drill.

Punctuality

It is essential that children arrive in school on time giving them a positive start to their day. When pupils arrive late they miss important information relating to their learning and disturb the lesson which has already begun.

- The school day begins at **8:55am** and ends at **3:20pm**. Please be prompt when bringing your child into school and collecting them.
- Punctuality is monitored closely and offenders will receive 'letter 1' after a pupil has been late on 3 occasions or more
- If, after a further monitoring period there has been no improvement, 'letter 2' will be sent to parents
- Persistent offenders will be sent a letter by the Education Welfare Officer inviting parents in to meet with them to explore if the school can offer any support and put together an action plan for improvement

Absence

Parents and carers are requested to telephone the school on the first day of absence, before 9:30am or as early as possible, to report their child's absence. Parents should ring 020 684 8283, to report their child absent, providing the child's name, class and reason for absence. If you are unable to speak to a member of the office team, please leave a message with the details. (Please give details/symptoms if your child is ill, do not just say 'unwell' or 'feeling ill'. If unwell is given as a reason, we will follow up with a text/email/call for more information)

- If the school has not been informed of the reason why a pupil is absent on the first day of absence, the school's Attendance Officer will endeavour to contact the parent/carer by telephone by 10:30am. If we are unable to get in touch with the parent/carer, all contacts provided will be called in order of priority. Please make sure these are kept up to date.
- If there is any doubt regarding the whereabouts of a child, the school will contact the parent/carer by telephone in order to ascertain the safety of the child.
- If your child is absent for more than one day you will need to inform the school office each morning for the duration of the absence. **This information is required as part of our safe-guarding procedure and our responsibility to ensuring the safety of your child**

- To ensure the safety of all pupils, contact details need to be kept up to date by supplying the school office with any change of address or home and mobile telephone numbers

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 or carer. Please note only the school can authorise an absence, parents do not have this authority.

Examples of authorised absence are;

- genuine sickness supported by proof of illness where possible,
- unavoidable Medical/Dental appointments (a copy of the appointment letter/card will be required),
- family bereavement and days of religious observation (an exceptional leave of absence request will be required).

Unauthorised Absence

This is where the school has not received information from the parent/carers regarding the absence or where the reason for the absence is one that the school cannot authorise, examples of this are;

- waiting for a delivery or trades person
- Shopping or birthday treat

Where necessary, the parent/carers will be contacted to clarify the circumstances for the repeated absences.

Requests for leave during Term Time

A request for leave during term time will only be considered in exceptional circumstances and be granted at the discretion of the Head Teacher. Leave during term time can seriously disrupt a pupil's continuity of learning and is not an entitlement. One of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or a new class, and for year 6 pupils in the build up to and during the National Curriculum tests. Therefore, it is strongly discouraged by the Government, School Governors and the Head Teacher.

All requests for leave during term time should be put in writing by filling in an application form available at the school office, and submitted to the school office at least 7 days before the start of the absence, for the Head Teacher to consider the request before any arrangements are made as authorisation will not be granted retrospectively. Any absence for leave that has not been agreed by the Head Teacher will be recorded as an unauthorised absence. The absence could also be referred to the Education Welfare Officer and may be subject to a fine. ***Any leave requested during SATs week will not be authorised and will be subject to a fine as detailed below.***

Penalty Notice

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Under section 444 of the Education Act 1996, the Local Authority has the power to fine and prosecute parents for failing to ensure their child's regular attendance at school. Parents who fail to ensure their children attend school regularly without good reason could –

- Receive a Penalty Notice of £60 per parent per pupil which rises to £120 if payment is not made within 21 days.
- If the fine is not paid after 28 days parents run the risk of being prosecuted in the magistrates' court and be fined up to £1000

This is in accordance with the Croydon Code of Conduct in respect of penalty notices.

Holidays

The law regarding 'Holidays in term time' changed in 2013. The Education (Pupil Registration, England amendment) Regulations 2013 amend the 2006 Regulations to clarify that leave of absence during term time shall not be granted unless there are "exceptional circumstances".

Holidays during term time will not be authorised and on the advice of the Educational Welfare Officer, may be subject to a fine as detailed above.

To have a week's winter or summer holiday in school time, because the cost is cheaper, does not constitute an exceptional circumstance.

Long Term Absence

3 Consecutive days – If the school has not received any contact or information from the parents regarding the reason for absence, the school will conduct a welfare home visit.

5 Consecutive days - If your child has an illness that means they will be away from school for over 5 consecutive school days, medical evidence will need to be provided (e.g. this may be a copy of a prescription)

10 Consecutive days - If your child is absent for 10 consecutive school days and we have had no communication, on the 10th day the Attendance Officer will submit a '**Child Missing in Education**' form to the local authority. This will be done as part of our safe-guarding procedure and our responsibility to ensuring the safety of that child. The Education Welfare Office will also be informed and will carry out a home visit.

Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside of school hours. The school would encourage all parents to make appointments first thing in the morning or late in the afternoon however, we are aware that appointments during school time are sometimes unavoidable. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Following an episode of vomiting or diarrhoea pupils are requested to remain away from school for a **period of 48 hrs**. This is in line with guidance from the Health Protection Agency for Schools and Childcare Settings and helps to reduce the spread of infection between pupils.

Monitoring of Attendance

Daily monitoring is carried out by the Attendance Officer who will bring any concerns regarding a pupil's attendance to the Head Teacher's attention. The school will seek to resolve any problems regarding a pupil's attendance as early as possible. The Head Teacher and the Attendance Officer meet each half term to monitor pupil attendance and punctuality.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Attendance at 95% or below

If a child has a repeated number of unauthorised absences and/or their attendance falls below 95% the parents will be written to as follows-

- 'letter1' will be sent to inform the parent of this and reinforce school policy
- 'letter 2' will be sent to parents if after a further monitoring period there has been no improvement
- 'letter 3' will be sent by the Education Welfare Officer to persistent offenders inviting parents in to meet with them to explore if the school can offer any support. An action plan for improvement will be put together.

Attendance at 92% or below

If a child's attendance fails to improve and falls to 92% or below, they will be invited into school to discuss the problem with the Education Welfare Officer or the Head Teacher. The school may also request that the Education Welfare Officer visit the child's home to ensure that the parents understand the seriousness of

the situation.

If there is no improvement in a pupil's attendance following discussions and parents and carers repeatedly fail to accept their responsibility for sending their children to school, the school has the right to consider legal action. Therefore, it is important that parents and carers work with the school in order to resolve any difficulties early before any legal action becomes necessary.

Repeated Unauthorised Absence

Unauthorised absences remain on the child's attendance record.

Roles and Responsibilities

The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to Governors. The Head Teacher also supports other staff in monitoring the attendance of individual pupils

The Attendance Officer

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Head Teacher and Education Welfare Officer
- Works with the Education Welfare Officer to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

Class teachers

Are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Rewards for Attendance

The Crescent Primary School has established an effective system of incentives and rewards which acknowledges the efforts of pupils and parents to improve their attendance and timekeeping. Good attendance is celebrated at Attendance assembly on a weekly basis. At the end of each half term pupils will receive a certificate if they have achieved 98% and above attendance.

Links with other policies

This policy is linked to our Safeguarding and Child Protection Policy.

Appendix 1

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|-------------|-------------------------------|--------------------------------------------------------------------------------|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |

| | | |
|----------|---------------------------|---------------------------------------------------------------------------------|
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|-----------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authorised absence | | |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |

| | | |
|----------|----------------------------|---------------------------------------------------|
| U | Arrival after registration | Pupil arrived at school after the register closed |
|----------|----------------------------|---------------------------------------------------|

| Code | Definition | Scenario |
|-------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |