



Policy Number CH12

ATTENDANCE & PUNCTUALITY POLICY

Produced by Childwall Church of England Primary School

Tel: 0151 722 1553
www.childwallce.com

Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.”
(Luke 2:40)

Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes.

Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

DOCUMENT STATUS

Version	Date	Action
Version 1	February 2019	Presented to Standards & Quality Committee 8/2/19 Ratified by full Governing Body 28/2/19
	October 2020	Changes: 9.1.1 Referred to Covid 19Appendix Appendix 1 Added – Covid 19, Return to School
Review Period	Biennially	
Review Date	February 2021	

1. Introduction

- 1.1 Childwall CE Primary 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 Childwall CE Primary School to support learning and development.
- 1.2 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.
- 1.3 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.**
- 1.4 Childwall CE Primary School believes teachers, parents, carers, pupils and all members of our school community have an important role in improving attendance and punctuality, ensuring pupils have the opportunity to achieve their potential. 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. Aims:

- 2.1 Maximise the overall percentage of pupil attendance and punctuality at Childwall CE Primary School.
- 2.2 Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- 2.3 Provide support, advice and guidance for parents, pupils and staff.
- 2.4 Develop clear procedures for the maintenance of accurate registration for pupils.
- 2.5 Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- 2.6 Ensure a whole school approach to ensure consistency of intervention strategies.
- 2.7 Enhance partnership between parents/carers and school to ensure children have the highest possible attendance and access to learning.
- 2.8 Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

3 Promoting regular Attendance at Childwall CE Primary School:

- 3.1 This is everyone's responsibility - all members of staff, parent/carers and pupils.
- 3.2 To help us all focus on this, Childwall CE Primary School will ensure:
 - 3.2.1 Appropriate interventions are in place to improve punctuality.
 - 3.2.2 An appropriate curriculum is provided and will be reviewed regularly.
 - 3.2.3 The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
 - 3.2.4 Pupils are provided with appropriate support to minimise absence from school. This includes Childwall CE Primary School and multi-agency provision as appropriate.

- 3.2.5 Pupils with special educational needs, disadvantaged and looked after pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- 3.2.6 Effective partnerships with parents/carers are encouraged through regular contact and support provided.
- 3.2.7 Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, school reports and individual letters, telephone calls and meetings when required.
- 3.2.8 Good attendance and punctuality is praised and celebrated.
- 3.2.9 Attendance and punctuality is regularly discussed with pupils in class and at assemblies.
- 3.2.10 Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

4 Attendance Expectations and Absence Procedures

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

4.1 Expectations of Parent/Carer

Ensuring your child's regular attendance at school is a parent/carers' 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.

- 4.1.1 Endeavour to ensure your child arrives for school on time.
- 4.1.2 Telephone school if your child is to be late.
- 4.1.3 For routine non-emergency medical and dental appointments, please ensure they are made outside of school hours.
- 4.1.4 Contact school preferably by 8.55am 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.
- 4.1.5 If a text message/phone call is received as a result of your child's absence it is important that you respond to this message to ensure your child is appropriately safeguarded.
- 4.1.6 Contact the class teacher or headteacher if the reason for absence requires a more personal contact.
- 4.1.7 **In case of emergency**, we need 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 three emergency contact details be provided, wherever possible)
- 4.1.8 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, concerts and birthdays. Absence Forms can be requested from the school reception.

4.2 If a pupil is absent we will:

- 4.2.1 Telephone the parent/carer on the first day of absence if we have not heard from them by 9.45 am.
- 4.2.2 If no response is received and the absence is unauthorised, a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- 4.2.3 If a pupil's absences are increasing and we are not aware of a good reason, the parent/carer will be contacted by the headteacher.
- 4.2.4 If absences persist, the headteacher will discuss actions with the Education Welfare Officer.

5. Understanding types of Absence

Childwall CE Primary 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 calling the school on the first day of absence and in writing on the pupil's return.

5.1 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.

5.2 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:

- 5.2.1 Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, because siblings are ill
- 5.2.2 Absences which have not been explained.
- 5.2.3 Pupils who arrive at school too late to get their mark.
- 5.2.4 Holidays in term-time

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 Childwall CE Primary School can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions (5days) of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school may refer the case to the local authority requesting a Penalty Notice be issued.

5.3 Persistent Absence

- 5.3.1 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.
- 5.3.2 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.

5.3.3 Parent/Carers are asked to contact the class teacher in the first instance.

6 Why Regular Attendance is very important:

6.1 Any absence affects education and regular absence will seriously affect pupils' learning.

6.2 Pupils who have time off often find it difficult to catch up and do well.

6.3 90% attendance is equivalent to a pupil missing one half day per week per year.

6.4 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.

7 The Education Welfare Officer (EWO)

7.1 The Education Welfare Officer – provides support for parents/carers and advice on problems relating to attendance, and encourages good communications between home and school.

7.2 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.

8 Leave of absence in Term Time

8.1 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.

8.2 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. The headteacher will determine the number of school days a child can be away from school if the leave is granted.

9 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.

9.1 How we manage lateness:

9.1.1 The school gates open at 8.40am and we would encourage you to ensure that pupils arrive at school between 8.40 and 8.50am. Registers are taken at 8.55am by the class teacher and pupils receive a late mark if they are not in their class by 9am, after which they are required to enter school through the school office as the main gates are locked. School recommends that pupils arrive by 8.50 am to ensure a calm start to the morning and the opportunity to join in or observe 'Rise & Shine' on relevant mornings. *(See Appendix Covid 19 for variation to this)*

9.1.2 Late arrival to school following the close of registers is classified as an absence. Registers close at 9.30am. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

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

10. People Responsible for Attendance Matters at Childwall CE Primary 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 is vital in making every pupil's journey through school a success.

11. Removal from Roll

From the 1st September 2016, changes were introduced to the Pupil Registration Regulations. 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.

11.1. As a **school** we are now required to:

11.1.1. Inform the LA in **every** circumstance when deleting a pupil's name from the admission register.

11.1.2. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. Provide information to the LA when registering new pupils, including the pupil's address and previous school.

11.2. If your child is leaving our school, **parents/carers** are asked to:

11.2.1. Give the school office 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. This should be submitted to our school in writing.

11.2.2. 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	<ul style="list-style-type: none"> • Arrive on school site by 8.50 am • Be in class on time for registration at 8.55 am (see Covid 19 Appendix for Variation)
	Class Teacher	<ul style="list-style-type: none"> • Registers are completed each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school • Discuss any concerns with headteacher • Welcome long-term absentees back into the class
	Pastoral/Admin. Staff	<ul style="list-style-type: none"> • Ensure staff have completed AM/PM registers • Ensure input of accurate attendance marks in the register via SIMs • Identify pupils who are absent from school without reason (before 9.45am) • Log on SIMS: parental voicemails, text messages and emails regarding student absences • Ensure all late arriving pupils are spoken to and their attendance is entered on to SIMS • First day absence phone contact with parents/carers, following up unexplained absences where no message/phone call has been received. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Support staff with registration queries; support the interventions of the class teachers. • Log 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.
	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families, if agreed with headteacher. • Instigation of legal proceedings
	Senior Leader	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Phone call contact with parent/carers if concerned about attendance issues. • Liaison with Pastoral staff , class teachers and phase leaders regarding support work with identified pupils • Tracking of actions and interventions and feedback to school staff

When	Whom	Actions Expected
WEEKLY	Class teacher	<ul style="list-style-type: none"> • Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate.
	Pastoral/ Admin. Staff	<ul style="list-style-type: none"> • Inform SLT of pupil patterns of absence/lateness. • Discuss punctuality issues with identified pupils and parent/carers, as appropriate. • Weekly Attendance/ PA report sent to senior leader with responsibility for attendance.
	Senior Leader	<ul style="list-style-type: none"> • Monitoring and Tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with phase leaders and class teachers regarding support work with identified pupils

When	Whom	Actions Expected
HALF TERMLY	Headteacher	<ul style="list-style-type: none"> • 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 • Ensure that attendance features in ALL parents' evenings • Monitor and track attendance/ formulate PA Action Plans • Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern

TERMLY	Headteacher	<ul style="list-style-type: none"> • 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 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 • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Report to SLT & Governors on attendance matters • Ensure school website, parent/carers welcome booklet and school newsletters promote attendance
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9.0 Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		<ul style="list-style-type: none"> Rewards and Praise (Bronze, Silver, Gold Badges) 	Class Teacher Pastoral Staff Senior Leader
99% - 97% Attendance is Good		<ul style="list-style-type: none"> Praise and Encouragement 	Class Teacher Pastoral Staff Senior Leader
96% - 90% Attendance is a Concern		<ul style="list-style-type: none"> Talk to pupils & contact parent/carers, where required Safe and well safeguarding visits Early intervention EWO Persistent absence warning letters 	Class Teacher Pastoral Staff Senior Leader EWO
Below 90% Attendance is a Serious Concern		<ul style="list-style-type: none"> Regular next action planning meetings Safe and well safeguarding visits visits <ul style="list-style-type: none"> Action Plans Legal intervention 	Senior Leader Pastoral staff Governors EWO

Individual factors will always be taken into account to inform next steps and interventions at each stage.

Appendix 1 – Covid 19 – Return to School, September 2020

1. As we return to school, during the Covid 19 pandemic, we recognise that rewarding 100% attendance with termly badges is unfair, unhelpful and might encourage parents and pupils to feel undue pressure to attend when to do so might put others at risk of exposure to Covid 19.
 - 1.1. Governors have agreed to suspend the awarding of attendance badges from March 2020 (onset of lockdown) and for the academic year 2020-21.
2. With the lifting of lockdown restrictions, the government announced that all pupils should return to school from September. Regular school attendance will therefore be expected for all children of compulsory school age and, as a school, we will be required to record attendance and follow up on absence as before. Parents/carers must notify school if your child is unable to attend and the reason for absence.
 - 2.1. If the reason for absence relates to Covid 19, parents are requested to ring school on 722 1553, at any time, and press 4 to report a Covid 19 related absence – this will alert all Covid leads in school who can take appropriate actions in a timely manner.
 - 2.2. School will record self-isolation due to contact with Covid 19 or due to a positive test using the appropriate local authority code.
3. If you or your child displays COVID-19 symptoms, it is essential that you book a test at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> and inform the school, as above, so that the appropriate procedures can be followed. These symptoms are:
 - 3.1. a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - 3.2. a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - 3.3. a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
4. If your child is asked to isolate, it is essential that they follow the instructions given by the school fully.
 - 4.1. When students are sent home to self-isolate, **they should not be mixing with others outside of the home at any time until the period of isolation ends.**
 - 4.2. Whilst children are isolating, school will support with remote education (see remote learning policy).
 - 4.3. If a child's bubble is required to isolate, **siblings should still attend school** unless that child develops symptoms or tests positive themselves.
5. Variation to lateness procedures:
 - 5.1. In order to limit numbers of children and adults waiting outside school, we are staggering arrival times and children, upon arrival, go straight to their classroom entering classrooms through external doors.
 - 5.1.1. **8.30am All children with surname beginning A – B**
 - 5.1.2. **8.35am All children with surname beginning C – D**
 - 5.1.3. **8.40am All children with surname beginning E - G**
 - 5.1.4. **8.45am All children with surname beginning H – K**
 - 5.1.5. **8.50am All children with surname beginning L – Mc**
 - 5.1.6. **8.55am All children with surname beginning M – P**
 - 5.1.7. **9.00am All children with surname beginning R – S**
 - 5.1.8. **9.05am All children with surname beginning T – Z**
 - 5.2. All children will be registered in class as soon as they arrive; all children should be in class according to their arrival time; these timings have been balanced against staggered dismissal times to ensure every child has access to a full school day and full learning opportunities.

5.3. Registers will still be closed at 9.30am and any child arriving after this time will be considered as absent unless the headteacher is satisfied that there are exceptional circumstances.