

Red Hill Field Primary School



Attendance Policy

Last updated: February 2022

Next Review: February 2023

The law requires parents and carers to make sure that their children receive a full-time education suitable to their needs.

At Red Hill Field Primary School, we place a high priority on achieving excellent standards. In order for pupils to achieve their potential, they need to attend school consistently and be punctual; these are also good habits that will support them throughout their lives.

Expectations of parents and carers:

- Ensure that child attend school, on time, regularly
- Notify school on the first day of a child's absence before 8:45am. A message can be left on the school's answerphone
- Complete a request form for absence in term time for exceptional circumstances
- Meet with the Attendance Manager to discuss their child's attendance when necessary

Expectations of class teachers:

- Complete the register on Arbor at the start of each session
- Monitor patterns of attendance and report any concerns to the Senior Leadership Team
- Report attendance to parents on short reports at Parents' Evenings and on their end of year report

Expectations of administration staff:

- Record reported absence on Arbor
- Make first day of absence phone calls and record reasons on Arbor
- Share attendance reports with the Attendance Manager on a weekly basis
- Send out absence letters as directed by the Attendance Manager
- Keep a record of which attendance stage identified children are on

Expectations of the Attendance Manager:

- Liaise with class teachers regarding their concerns around a child's absence to identify any underlying causes
- Monitor absence reports provided by the administration staff
- Follow procedures as outlined in this policy
- Direct the administration staff to send out letters in accordance with the policy as necessary
- Report attendance to the Local Governing Body

Late Procedures

Children who arrive late at school after the gates have closed are required to enter via the reception where they will need to sign-in. A member of staff will take them to their class. A reason for lateness will be requested and recorded on Arbor. Children who frequently arrive late will be monitored and absence procedures will be followed. These are detailed in Appendix 2. The list of actions is a guide and is not exhaustive.

Levels of attendance

Attendance levels will be closely monitored and where there are concerns about a child's absence further steps will be taken. These are detailed in Appendix 4. The list of actions is a guide and is not exhaustive. Where further intervention is required the school

will develop an Absence Management Plan (Appendix 6) to support improved attendance.

Request for absence

If a parent wishes to take a child out of school during term time, they will need to complete a Request for Exceptional Leave form (Appendix 1). It is at the Headteacher's discretion whether this will be recorded as authorised or unauthorised. Where a child has a history of low attendance or where the holiday leave is considered excessive, the case may be reported to the Pupil Services Court Team and a fine may be issued.

Safeguarding and Children Missing Education

A child missing education is a potential indicator of abuse or neglect. School staff will follow the school's absence procedures to help identify the risk of abuse or neglect, including sexual exploitation, and to prevent the risks of their going missing in future (Keeping Children Safe in Education 2021 and Children Missing Education 2016)

The Local Authority Pupil Services Court Team have statutory powers to take legal action and, where appropriate, to prosecute parents and carers if they fail to ensure that their child receives a suitable education. Further details can be found [here](#).

This policy sets out our processes and procedures for promoting good attendance and managing the absence of pupils. No policy can cover every eventuality; if a situation is not covered by this policy, the headteacher will use their discretion and their decision is final.

The latest guidance from the Department for Education can be found [here](#).

Whilst recognising the continued effects of the pandemic, we must do all that we can to ensure regular and sustained attendance. Appendix 7 is a copy of a letter sent to parents and carers to remind them of this.

Appendix 1

Red Hill Field Primary School - Request for Exceptional Leave

| | |
|-----------------------------|--|
| Name/s: | |
| Class teacher/s: | |
| Dates of absence (from/to): | |
| Total number of days: | |
| Reason for absence: | |

Red Hill Field Primary School - Exceptional Leave Reply

(to be completed by school)

We expect that all parents/carers will ensure that their child attends school as often as possible. Good attendance is an important factor in a child making good progress at school. Attendance is monitored and the school expects that every effort will be made by all families to maintain our attendance target of over 96%. Any attendance that falls below our target will be monitored and persistent absence could result in a fine.

I understand that there may be **exceptional circumstances** where a parent has to request a child's absence during term time. In these rare circumstances, I am able to authorise absence. If agreed I will then determine the number of days that will be authorised. Headteachers are not expected to consider any term time leave as exceptional.

Thank you for informing me about your child/ren's absence. I can confirm it will be recorded as follows:

| | |
|---------------------------------|--|
| Current School Year Attendance: | |
| Last School Year Attendance: | |
| Absence Code: | |

We monitor attendance levels constantly and do reserve the right to refer the absence to the Leicestershire County Council Pupil Services Court Team if they do not meet the required target.

| |
|-----------|
| Comments: |
|-----------|

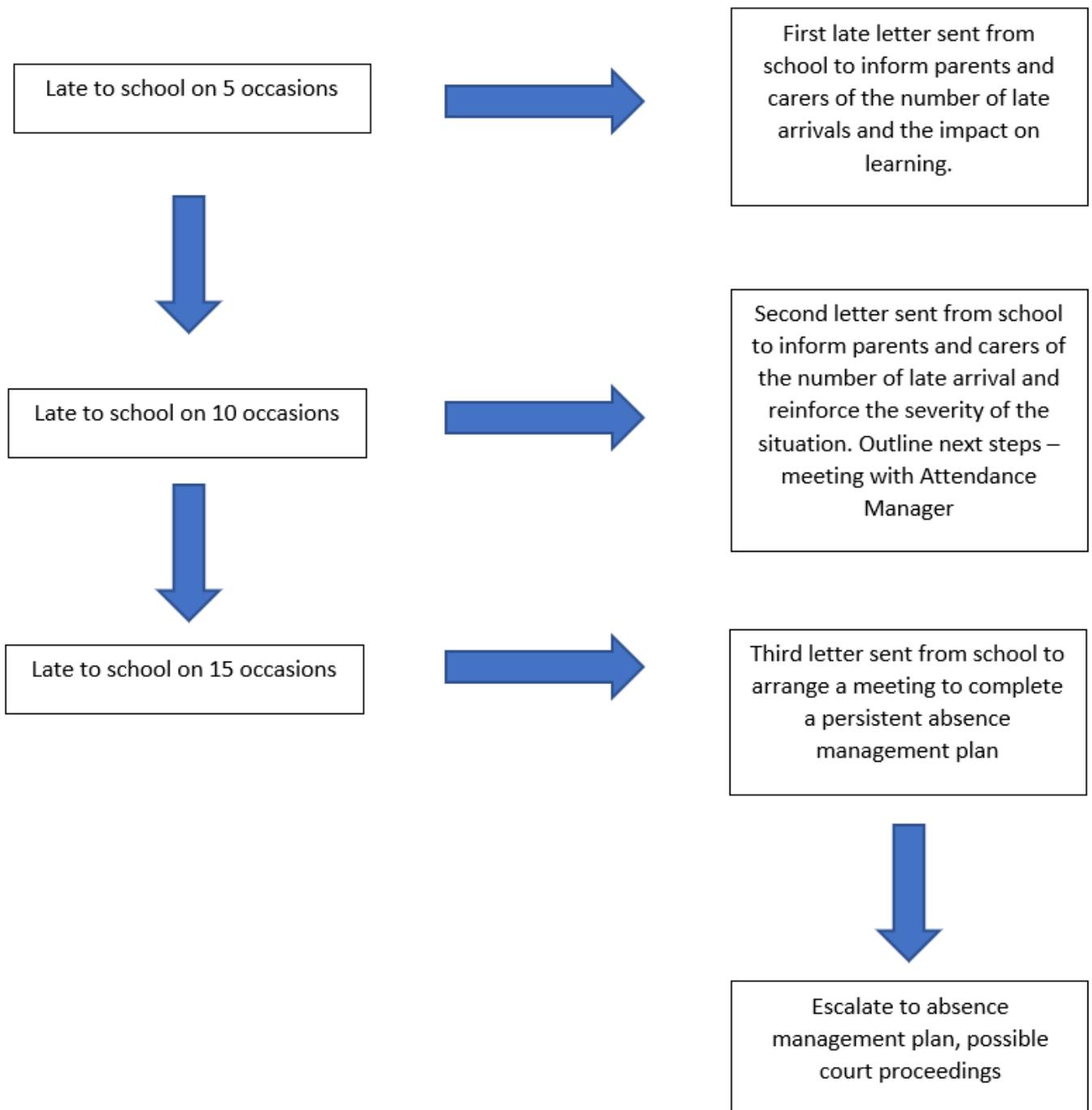
Yours sincerely,

S. Snelson

Headteacher

Appendix 2

Persistent Lateness Management Procedures



| Minutes late per day during the school year | Equivalent days teaching time lost in a year |
|---|--|
| 5 | 3.4 |
| 10 | 6.9 |
| 15 | 10.3 |
| 20 | 13.8 |
| 30 | 20.7 |

Appendix 3 – Lateness Letters 1-3

Persistent Lateness Letter 1

Dear _____,

Your child, _____, has been identified as having poor punctuality – they have been late on __ occasions. Children can enter school from 8:45am ready for the register to be taken at 8:55am. If your child arrives after the register closes at 8:55am, they will be recorded as late.

The law treats persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if persistent lateness is not resolved. The Education Act (1996) states that *as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special education needs the child may have, either by regular attendance at school or otherwise.*

Persistent lateness has a clear impact on children's learning:

| Minutes late per day during the school year | Equivalent days teaching time lost in a year |
|---|--|
| 5 | 3.4 |
| 10 | 6.9 |
| 15 | 10.3 |
| 20 | 13.8 |
| 30 | 20.7 |

Poor punctuality can lead your child to:

- Feeling embarrassed in front of their peers
- Missing the beginning of lessons
- Missing instructions for the rest of the school day
- An unsettled start to the day

If you or your child are having difficulties that you wish to discuss, please contact me. If your child's punctuality does not improve, then further action will be taken.

Yours sincerely,

Attendance Manager

Persistent Lateness Letter 2

Dear _____,

We have written to you previously regarding the punctuality of _____. Their punctuality is continuing to raise concerns; they have now been late on ___ occasions.

I would like to take this opportunity to reiterate the importance of your child attending school on time each morning:

- Your child gets the best possible start to the day
- Your child will not miss any important lessons or instructions
- Your child will establish good routines and habits that will help them as they progress through school
- Your child won't feel embarrassed or self-conscious because they have arrived at a different time or have to walk into a full classroom

Please ensure that your child arrives in school before 8:55am.

I will continue to monitor _____ punctuality over the remainder of the school year and should they receive any further late marks then you may be invited into school to discuss it further.

Yours sincerely,

Attendance Manager

Persistent Lateness Letter 3

Dear _____,

We have written to you previously regarding the punctuality of _____. Their punctuality is continuing to raise concerns; they have now been late on ___ occasions.

I would like to take this opportunity to reiterate the importance of your child attending school on time each morning:

- Your child gets the best possible start to the day
- Your child will not miss any important lessons or instructions
- Your child will establish good routines and habits that will help them as they progress through school
- Your child won't feel embarrassed or self-conscious because they have arrived at a different time or have to walk into a full classroom

Please ensure that your child arrives in school before 8:55am.

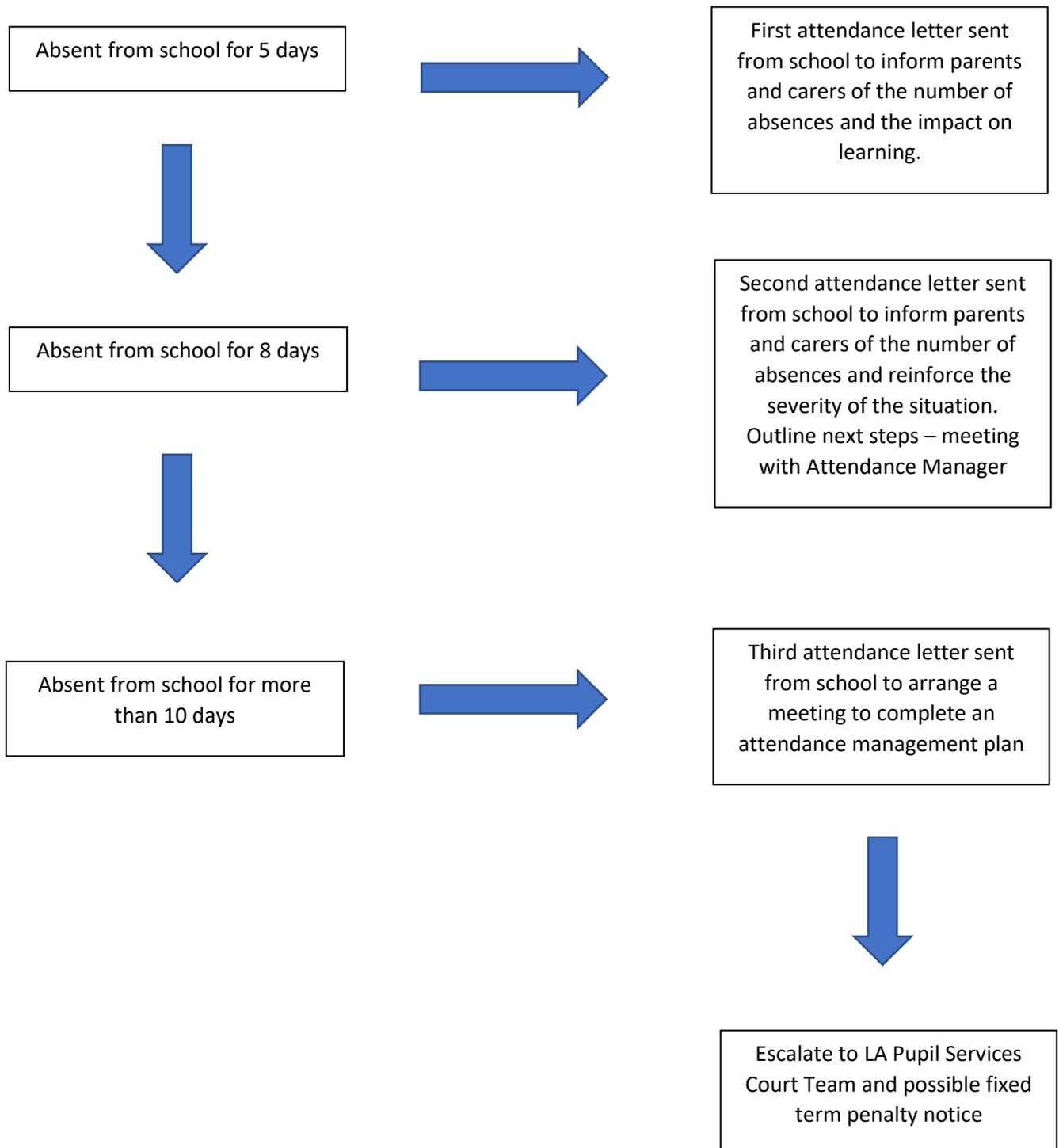
Further to our letter on _____, I would like to invite you to a meeting on _____ at _____ to discuss putting an attendance management plan in to place to support you to get _____ into school regularly, on time.

Please confirm your attendance by emailing office@rhf.learnat.uk

Yours sincerely,

Attendance Manager

Appendix 4 Absence Management Procedures



Appendix 5 (Absence Letters 1-3)

Absence Letter 1

Dear _____,

In line with government guidance, the expectation at Red Hill Field is that pupil attendance will be at or above 96%.

Your child, _____, has been identified as having lower than expected attendance – they have been absent on __ occasions. Their attendance is currently ___%

The Education Act (1996) states that *as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special education needs the child may have, either by regular attendance at school or otherwise.* Parents may be prosecuted by the Local Authority if persistent absence is not resolved.

Regular attendance at school is incredibly important for your child. Without regular attendance they may have gaps in their learning which not only affects their academic ability but also their self-esteem and well-being. In addition to this, it may also affect their ability to make and retain friendships and to feel secure in the school environment.

If you or your child are having difficulties that you wish to discuss, please contact me.

If your child's absence does not improve, then further action will be taken.

Yours sincerely,

Attendance Manager

Absence Letter 2

Dear _____,

Further to my letter on _____ I am writing to advise you that your child's attendance continues to be a concern. In line with government guidance, the expectation at Red Hill Field is that pupil attendance will be at or above 96%. Your child, has now been absent on __ occasions. Their attendance has fallen to ___%

The Education Act (1996) states that *as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special education needs the child may have, either by regular attendance at school or otherwise.* Parents may be prosecuted by the Local Authority if persistent absence is not resolved.

Regular attendance at school is incredibly important for your child. Without regular attendance they may have gaps in their learning which not only affects their academic ability but also their self-esteem and well-being. In addition to this, it may also affect their ability to make and retain friendships and to feel secure in the school environment.

If you or your child are having difficulties that you wish to discuss, please contact me.

If your child's absence does not improve, then you will be invited to a meeting to put an attendance management plan in place to support you to get _____ into school regularly.

Yours sincerely,

Attendance Manager

Absence Letter 3

Dear _____,

Further to my letter on _____ I am writing to advise you that your child's attendance continues to be a concern. In line with government guidance, the expectation at Red Hill Field is that pupil attendance will be at or above 96%. Your child, has now been absent on __ occasions. Their attendance has fallen to ___%

The Education Act (1996) states that *as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special education needs the child may have, either by regular attendance at school or otherwise.* Parents may be prosecuted by the Local Authority if persistent absence is not resolved.

Regular attendance at school is incredibly important for your child. Without regular attendance they may have gaps in their learning which not only affects their academic ability but also their self-esteem and well-being. In addition to this, it may also affect their ability to make and retain friendships and to feel secure in the school environment.

If you or your child are having difficulties that you wish to discuss, please contact me.

Further to our letter on _____, I would like to invite you to a meeting on _____ at _____ to discuss putting an attendance management plan in place to support you to get _____ into school regularly.

Please confirm your attendance by emailing office@rhf.learnat.uk

Yours sincerely,

Attendance Manager

Appendix 6

Red Hill Field Primary School Attendance Plan



DATE OF PLAN:

Pupil Information:

Name:

Year:

DOB:

Pupil Premium: Yes/No LAC: Yes/No Class teacher: _____

Current Attendance: _____ Reason for Absences: _____

This Attendance Plan Meeting is being held because your child's attendance falls below the government and Red Hill Field's expected target of 96%.

Are there any transportation issues that prevent your child from attending school regularly? Yes/No

Are there any medical issues that may affect your child's attendance? Yes/No

If the answer is 'Yes' to either of the above questions, please provide details below:

Previous Support and Intervention:

- | | | |
|--|---|--|
| <input type="checkbox"/> Phone Calls | <input type="checkbox"/> Early Help Referral | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Parental Meetings | <input type="checkbox"/> School Nurse Referral | <input type="checkbox"/> CAMHS |
| <input type="checkbox"/> Classroom Support | <input type="checkbox"/> School Counsellor Referral | <input type="checkbox"/> Previous Fixed Penalty Notice |
| <input type="checkbox"/> Attendance Intervention Support | <input type="checkbox"/> SEN Intervention (Specify) | <input type="checkbox"/> Other |

Student/Parent View:

| | |
|---|--|
| What barriers do the Pupil/Parent feel prevents the Pupil from coming to school regularly? | |
| Do you feel there is anything Red Hill Field can do to make school more accessible? | |
| Have there been any extenuating circumstances that have affected your child's attendance? (e.g., exclusion, bereavement, holiday...) | |

| Action: | To be completed by staff: |
|---------|---------------------------|
| | |
| | |
| | |
| | |

Attendance Plan:

| |
|--|
| <p>Targets:</p> <ul style="list-style-type: none"> • Medical Evidence is now required for each period of absence: Yes/No • Parent/Carer to contact the school on the first day of absence and each subsequent day until the student returns to school. |
|--|

By following the agreed targets, in four weeks' time (by _____), your attendance % should be _____

| Monitoring: | Attendance % | Action Taken: |
|-------------|--------------|---------------|
| WEEK 1 | | |
| WEEK 2 | | |
| WEEK 3 | | |
| WEEK 4 | | |

ATTENDANCE PLAN REVIEW DATE: _____

| | | |
|--|-------------------------|--------------------|
| Please sign below to show that you agree to the targets and action points outlined in the above Attendance Plan. | | |
| Pupil Name: _____ | Signature: _____ | Date: _____ |
| Parent/Carer: _____ | Signature: _____ | Date: _____ |
| Meeting Chair: _____ | Signature: _____ | Date: _____ |
| (Attendance Manager/Head Teacher) | | |

Appendix 7

Dear Parents and Carers,

The government have recently updated the guidance and the expectations around how schools deal with attendance as we move into the next phase of managing COVID-19.

In a recent communication, the Department for Education (DfE) state that:

School attendance has obviously been affected by the pandemic – new data shows 87.4% of pupils attended school [during a week in January] – but even before the pandemic there were issues that meant pupils who should be in school weren't attending as regularly as they should.

As a result of high rates of absence, schools are tasked with improving attendance and working with families to ensure children are in school regularly. Being in school is important in helping pupils to fulfil their potential. During school time, pupils should be in class at every available opportunity with their teachers and peers. Now, more than ever, excellent attendance is essential. This is equally important for well-being as it is for learning.

We realise that the pressures of COVID isolation are still upon us, but it is vital that we do all that we can to maintain excellent levels of attendance. We know that family holidays have been cancelled and sometimes need to be hastily rearranged, but we must urge you not to book these during term time – however tempting this might be. We cannot sanction any family holidays during term time.

We are analysing the attendance of each child carefully and after the half-term break, we will begin to send letters to families whose children's attendance is a cause for concern. When looking at attendance, we also look carefully at lateness. Children should be in school before the gates are closed at 8:55am.

As a reminder, registers close at 8:55am.

We are keen to work in partnership with all families to ensure school attendance is the best it can be. As the DfE state:

...pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

We know things continue to be challenging and children should not be in school if they are unwell (see further details [here](#).) By working together, we can ensure that children receive the best possible chance of being successful.

Yours faithfully



Stephen Snelson
Headteacher



Rachel Watts
Deputy Headteacher