

ATTENDANCE POLICY

New Hinksey C.E. Primary School

Living life in all its fullness

Introduction:

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to be the best they can. For our children to gain the greatest benefit from their education it is vital that they attend regularly and **your child should be at school, on time, every day the school is open** unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

Why Regular Attendance is so important:

Any absence affects the continuity of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Children are best safeguarded from exploitation and other risks in the wider community by attending school regularly where they are supervised by qualified and caring professionals.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy works to meet the mandatory requirements laid out in [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. If this occurs, school will require evidence of the appointment to be able to authorise the absence.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority (County Attendance Team) using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time
- excessive illness without medical evidence

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, please never cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

You can support your child by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having school clothes and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly
- Retaining open & honest communication with your child's school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

Severe Absenteeism (SA):

A pupil becomes a 'severe absentee' when they miss 50% or more schooling across the school year for any reason. Absence at this level is doing significant damage to any child's academic and social progress which can have lifelong consequences. All SA pupils at our school will have an Individual Attendance Plan which will incorporate multi-agency input. You will be expected to engage with all partners to improve your child's attendance to 95+%. SA pupils are our highest priority at our school.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents fullest support and co-operation to tackle this.

We will monitor all absence thoroughly. Any child that is seen to have reached the PA threshold or is at risk of moving towards that threshold is given priority and parents will be informed of this.

PA pupils will be tracked and monitored carefully so that absence affecting attainment can be highlighted to parents.

We will expect our persistently absent (PA) pupils' parents to engage with us to plan how to improve attendance. All PA cases are also automatically made known to the County Attendance team. If your child becomes a PA pupil, we may seek your consent to complete an Early Help Assessment with you and consider convening a Team Around the Family.

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence, giving the reason for the absence;

If your child is absent we will:

- Telephone or email you on the first day of absence if we have not heard from you;
- Visit you at home if we have not heard from you by day 3 of absence;
- Invite you in to discuss the situation with us;
- Refer the matter to the County Attendance Team if attendance moves below 90%.

Contact details:

There are times when we need to contact parents about lots of things, including absence, so we need to have your current contact numbers and email addresses at all times. So, help us to help you and your child by making sure we always have an up to date number and email address – if we don't then something important may be missed.

The County Attendance Team:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always

successful. If difficulties cannot be sorted out in this way, the school may refer the child to the County Attendance Team at Oxfordshire County Council. At the school's request, they may issue a Penalty Notice per parent/carer, per child (currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to Court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court. This can result in a criminal record and a fine of up to £2,500, a Community Order, Parenting Order or ultimately a custodial sentence). The legislation is the Education Act 1996 sec. 444(1) and 444(1A).

The County Attendance Team, with the school, will encourage you to engage with an Early Help Assessment. Education Supervision Orders may be discussed with you to support rapidly improved attendance.

Parents that have previously been issued with Penalty Notices for their children's unauthorised absences, in the event of further unauthorised absences may receive summonses to Court.

Alternatively, parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 attendance@oxfordshire.gov.uk

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and miss getting vital information and news for the day ahead. Late arriving pupils also disrupt lessons, it can be embarrassing for the child and can also encourage absence.

How we manage time keeping:

The school day starts at **8.45 a.m.** and we expect your child to be **in class** at that time. (gates are open 8.40 – 8.50am).

Registers are marked **by 9 a.m.** and your child is late if they are not in class in time for register.

If your child is persistently late you will be asked to meet with a member of the School Leadership Team and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Exceptional Leave:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away

in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in term time to go on holiday.

1. It is widely known that the link between a pupil's attendance and attainment is irrefutable.
2. Early poor attendance habits follow through into secondary school, further education and employment.
3. Graduates earn, on average, double that of young people that leave school with no qualifications.
4. All schools in Oxfordshire are encouraged to adopt a policy of not authorising Exceptional Leave.
5. The Head Teacher will talk to any family applying for Exceptional Leave to stress the importance of good school attendance habits and links between attendance & attainment.
6. There are very few cases indeed when exceptional leave will be granted/authorised, and it is also extremely unlikely to be authorised when a pupil's attendance is already less than 95%.

The County Attendance Team can issue Penalty Notices for any unauthorised 'Exceptional Leave'. Penalty Notices can be issued to each parent/carer concerned. Please note that it will be per parent per child. Payment within 21 days of receipt of notice is £60 and £120 if paid after this period but within 28 days. If the Penalty Notice remains unpaid after 28 days you will each receive a summons to Oxford Magistrates Court. If unauthorised leave is repeated the County Attendance Team may summons each parent to Court without a Penalty Notice being issued.

School targets, projects and special

The school continuously strives to improve attendance and every child and family has an important part to play in this.

The minimum level of attendance expected for this school is 95% attendance and we will keep parents informed if their child's attendance drops below 95% for any reason.

However, we aspire for children to achieve better than 95% attendance because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Oxfordshire.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

We focus our attention on addressing trends of absence. We analyse

absence carefully so that trends based on pupils' characteristics, vulnerabilities, days of the week, subjects missed and repeat illnesses are identified and a conversation can be had with families to ensure improved attendance.

Those people responsible for attendance matters in this school are:

Charlotte Haynes – Headteacher
Tracey Haslam – School Business Manager
Nominated Governor with responsibility for attendance

Summary:

The school has a legal duty to report and publish its attendance policy to parents and to promote attendance. School attendance data must be available to Oxfordshire County Council and the Department for Education. Our school is obliged to share all attendance data daily with Oxfordshire County Council and the Department for Education. Equally, parents have a duty to make sure that their children attend regularly and on time.

We have a lead Governor who will scrutinise our attendance arrangements on behalf of all our pupils.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible. Regular attendance supports optimising your child's attainment, mental health and social well-being.

Date of Policy

12th October 2022