

Northway Primary and Nursery School



Policy for Attendance and Punctuality

Date of Policy: 19th November 2021
Date approved: 25th November 2011
By: The Governing Board of Northway Primary and Nursery School

Signed:
Chair of Governors

Subject Lead:
Date of Review: 1st October 2022

Northway:
Together we can achieve anything
All Learners, All valued,
All achieving...All the time



Introduction:

Northway Primary and Nursery School is a strong and distinctive community, where we value each other as part of the family. We show this through our planning, our teaching, our relationships and respect for each other as individual learners. We are all learners – no matter our age or time within this or another School.

Learning potential is realised most when parents and teachers work in partnership. We believe in our children and we want our children to believe in themselves – they will then 'believe and achieve'. We set ourselves the high standard of: All learners, All achieving, All the time. Our Policy for Teaching and Learning is underpinned by this ethos.

The **Northway Curriculum** has a golden thread that links a **rich tapestry of knowledge**, interwoven with **key skills** and allows children to **engage** with, **connect** with and **understand** their **locality** and **rich cultural offer** and take their places as **global citizens** in the twenty first century.

The Northway Values for Victory exemplifies an ethos that builds community and provides the expectations for **excellent attitude** and **learning behaviour**. The curriculum is planned to allow children to **explore**, **evaluate** and **improve**. Children know the **high expectations** and are encouraged to **strive for success** in all that they do. Children are **nurtured** so they can engage with their learning without barriers and reach their own potential. Northway understands that **aspiration is good** but aspiration for all: **all learners, all valued, all achieving...all the time**.

Our Curriculum is a **progressive** programme of study, where children are **exposed to knowledge** and **skills** year on year. Children should see the 'big picture' as they progress through school and see building blocks coming into place. They will be **immersed** in a **rich vocabulary** and **text-base** to inspire a love of learning and given the opportunity to share their knowledge. Children can exemplify their prior knowledge and staff teach from this starting point, knowing the expectation for their specific year group. **Low state quizzing** for pre-assessments endeavour the development of **sticky knowledge** and post-assessment give children the satisfaction of achievement. Each subject area is taught discretely but has clear cross-curricular links and crossover of skills. We give core subjects and basic skills a strong emphasis but passionately believe in a wide, broad, rich curriculum, where children have deeper learning experiences and develop a life-long love of learning...**developing dynamic and industrious citizens for Liverpool and the world who can make a positive contribution**.

Excellence, enjoyment, enrichment, progression and relevance are all key principles of our Northway Curriculum from Nursery to Year 6.



RESPECT • TRUST • COURAGE • COMPASSION • FORGIVENESS • PERSEVERANCE • HOPE

1. Statement of consideration of equalities in all policies and procedures

This policy outlines the teaching, organisation and management of Attendance and Punctuality at Northway Primary School. The policy has been drawn up as a result of staff discussion and has the full agreement of the Governing Body. The implementation of this policy is the responsibility of all teaching staff.

2. Intent

Aims

Northway 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 Northway Primary School to support learning and development.

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.

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.

Northway Primary School believes Teachers, Parents, Carers, Pupils and all members of Northway Primary School community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve. 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.

Objectives

- Maximise the overall percentage of pupil attendance and punctuality at Northway Primary School.

- Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- Provide support advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

3. Implementation

Promoting regular Attendance at Northway Primary School:

This is everyone's responsibility, all members of staff, parent/carers and pupils. To help us all focus on this, Northway Primary School will ensure:

- Appropriate interventions are in place to improve punctuality.
- An appropriate curriculum is provided and will be reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes Northway Primary School and multi-agency provision as appropriate.
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular incentives.
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

Safety considerations

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.

Understanding types of Absence

Northway Primary and Nursery 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.

Authorised Absence

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.

Unauthorised Absence

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:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- Absences which have not been explained.
- Pupils who arrive at school too late to get their mark.

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

Persistent Absence

- 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.
- 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/carers 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.
- Parent/Carers are asked to contact the class teacher or attendance lead (Mrs Reilly) in the first instance.

Why Regular Attendance is very important:

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

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

- 90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

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.

The Education Welfare Officer (EWO)

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

Leave of absence in Term Time

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.

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.

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.

How we manage lateness

The school day starts and registers are taken at 9.05 am by the class teacher and pupils receive a late mark if they are not in their class by that time. School recommends that pupils arrive by 8.50 am.

- If a pupil arrives late to school parents/carers will receive a text message/telephone call to inform them of their child's late arrival.
- Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the

register, the school may request the local authority issue a Penalty Notice.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the Attendance officer (Miss Sultan) who will offer support to resolve the problem.

Removal from Roll

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

As a school we are now required to:

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

If your child is leaving our school parents are asked to:

- Give the attendance officer 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.
- 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.

4. Impact

Outcomes

All pupils' attendance will be working towards the school target of 97%. Those who do fall below 95% will receive notification and a flagging meeting will be held to offer initial support from the class teacher. If a pupil's attendance does not begin to improve targeted support will be implemented and actioned according to the needs of the family to ensure every child has access to learning and to minimize attendance becoming a barrier to learning.

Assessment

Pupil's attendance is monitored daily and actioned weekly. Improved attendance will be rewarded, however persistent absence and failure to improve attendance will result in appropriate actions to ensure every pupil is receiving school support. Attendance for the school is analysed half termly and targets and actions agreed.

5. Monitoring and Review

People Responsible for Attendance Matters at Northway Primary and Nursery 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 therefore is vital in making every pupil's journey through school a success.

Staff to speak to regarding attendance issues:

- Class Teacher (In the first instance)
- Miss Sultan (Attendance officer)
- Mrs Reilly (Attendance Lead)
- Mr Hargreaves (Head teacher)

Attendance is monitored daily by Miss Sultan to ensure First responses procedures are implemented effectively. A weekly meeting will be held with all people responsible for attendance to review actions and ensure all pupils are receiving individual targeted support for their attendance.

6. Role of the pupil / parent and Subject Lead

Expectations of Parent/Carer

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

- Ensure your child arrives for school on time.
- Telephone school if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
- Contact school preferably by 8.50 am 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.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the office if the reason for absence requires a more personal contact.
- 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 two emergency contact details be provided)
- 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.

If a pupil is absent we will

- Telephone and text the parent/carer on the first day of absence if we have not heard from them by 9.30 am.
- If no response is received and the absence is unauthorised a member of school staff will conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will, initially have a flagging meeting with the class teacher.
- If a pupil's absences continue to increasing and we are not aware of a good reason the parent/carer will be invited to meet the Head Teacher (Mr Hargreaves/Mrs Lightfoot) and Attendance Lead (Mrs Reilly).
- If absences persist the attendance lead and head teacher will discuss actions with the Education Welfare Officer.

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 9.00-9.05 am
	Class Teacher	<ul style="list-style-type: none"> • Registers are completed on SIMS each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school- complete personal attendance record • Welcoming long-term absentees back into the class- back to school interview to be held
	Attendance officer	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via SIMS • Identify pupils who are absent from school without reason (before 9.30 am) • 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 • SIMS in touch messages sent to parent/carers who have failed to contact regarding their child's absence and also pupils who arrive late. • First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers. • Logging 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. • Daily Late process, log and send actions for relevant staff. • Daily Attendance/ PA report sent to senior leader with responsibility for attendance.
	Curriculum Leaders	<ul style="list-style-type: none"> • Curriculum leaders informal discussions with identified pupils to follow up attendance issues and agree future action required. • Curriculum leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.
	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers • Home visits • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff.
	Senior Leader	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Home visits • Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils

When	Whom	Actions Expected
WEEKLY	Class teacher	<ul style="list-style-type: none"> • Ensure all members of the class know the school target and their current attendance • Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate. (Flagging Meetings) • Update information on attendance boards and CPOMS • Hold return to school interviews for pupils absent for extended periods of time • Ensure pupils complete daily attendance records
	Attendance officer	<ul style="list-style-type: none"> • Informing SLT and EWO of pupil patterns of absence. • Provide weekly pupil attendance figures for class teachers and pupil rewards • Discuss punctuality issues with identified pupils and parent/carers • Pupils rewards • Provide weekly Punctuality data for class teacher and pupil rewards
	Curriculum Leader	<ul style="list-style-type: none"> • Details of pupils who are regularly absent should be forward initially to the subject leaders • Organise help for pupils to catch up on missed work due to prolonged absence
	Senior Leader	<ul style="list-style-type: none"> • Monitoring and Tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with EWO, Pastoral Coordinators and Curriculum Leaders regarding support work with identified pupils

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

TERMILY	Senior Leader	<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 is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Report to SLT on attendance matters • Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance
	Headteacher	<ul style="list-style-type: none"> • 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

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 Attendance Prize draw Hamster for the class 	Class Teacher Attendance Officer Senior Leader
99% - 97% Attendance is Good		<ul style="list-style-type: none"> Rewards and Encouragement Attendance Prize draw Hamster for the class 	Class Teacher Attendance Officer Senior Leader
96% - 90% Attendance is a Concern		<p>Talk to pupils & contact parent/carers (Flagging Meeting) 5 minute meetings</p> <ul style="list-style-type: none"> Return to school interviews and completion of attendance contract. Safe and well safeguarding home visits Early intervention EWO Persistent absence warning letters 	Class Teacher Senior Leader EWO
Below 90% Attendance is a Serious Concern		<p>Regular next action planning meetings</p> <p>Safe and well safeguarding visits</p> <ul style="list-style-type: none"> Action Plans Legal intervention 	Senior Leader Pastoral staff Governors EWO

School Improving Student Attendance – flow chart

