

# Attendance Policy

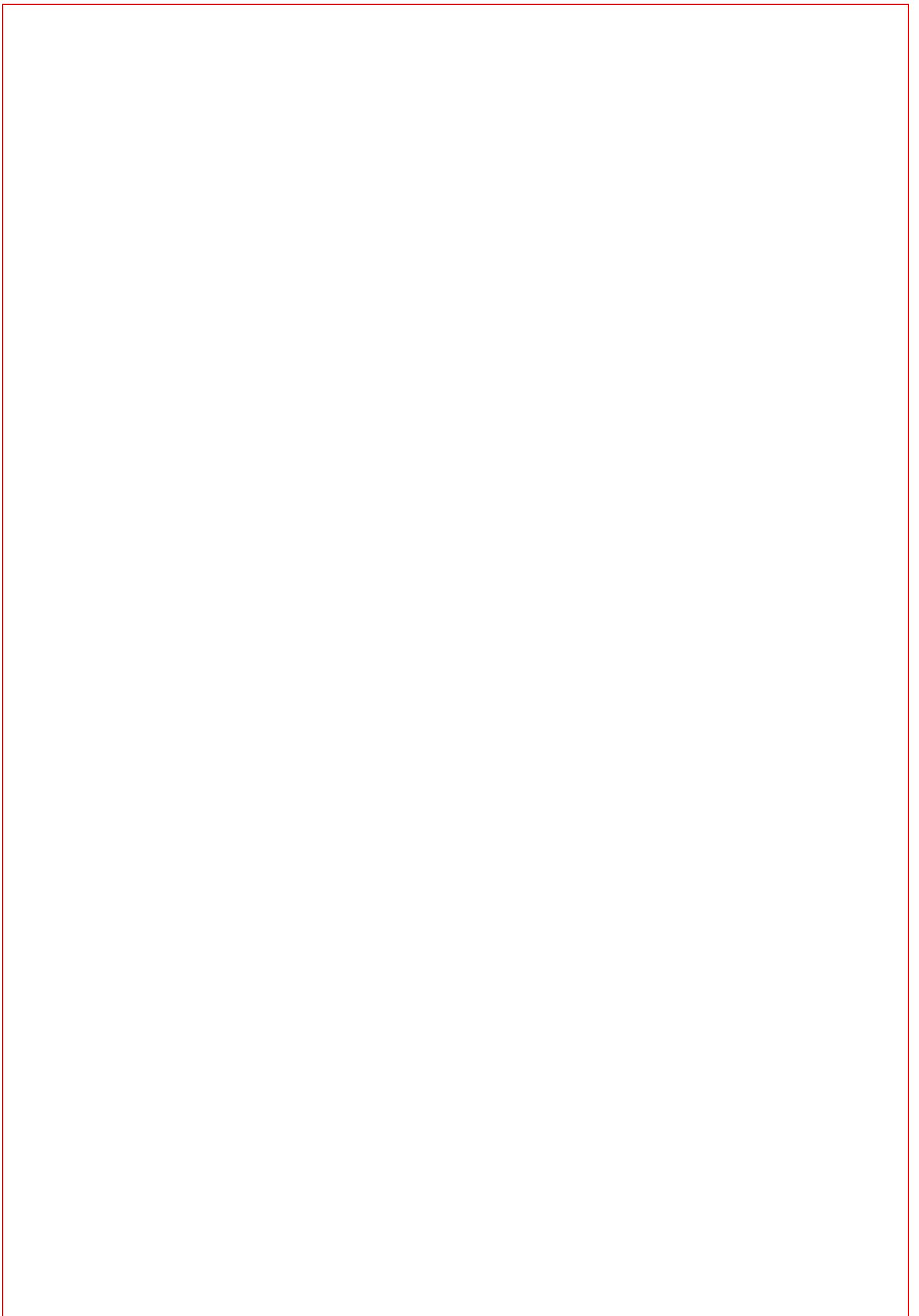
**This policy was approved by the Local Governing Body on: 25<sup>th</sup> October 2023**

**Chair of Governors: Richard Morrell**

**Adopted: September 2023**

**This policy will be reviewed annually on or before: September 2024**

*'In these stone horizons sing'  
(Gwyneth Lewis, Welsh poet)*



## Rationale

Good attendance at school is essential for a pupil's education and establishes a positive working ethos in life. Maybury Primary School recognises that many conditions encourage good attendance. It is important to identify effective working practices and responsibilities which will influence school rates of attendance. As we work hard to raise standards, it is important that we communicate the fact that we cannot teach children if they are not in school and this will affect their progress. Good attendance and punctuality are the responsibility of all parties involved in the school.

### 1. Aim of this policy

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Maybury Primary School.

### 2. Key principles

- High levels of attendance and punctuality levels are promoted and rewarded
- The senior leader with the responsibility for the strategic approach to attendance in school is the **Headteacher: Mrs A Grantham**. The Headteacher will work closely with the Designated Safeguarding Lead: Mrs E Dines to ensure high standards of attendance. However, it is the responsibility of **everybody** at Maybury Primary School to improve attendance and punctuality
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this and sanctions may be applied in accordance with the behaviour policy
- Some pupils find it harder than others to attend school. Maybury Primary School will work with pupils, parents and other local partners to remove barriers to attendance
- The school will not authorise family holidays in term time. Only in exceptional circumstances will a Leave of Absence be granted. All requests for a Leave of Absence must be made in writing to the Headteacher. (See Section)
- Subject to the terms of this policy, any day-to day attendance issues that parents or pupils have should be discussed with their class teacher or Mrs Smith in the school office

### **3. Roles and responsibilities**

#### **The School**

Attendance is 'everyone's business' in this school.

The foundation of securing good attendance is that our school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn. The school and partners will work with pupils and parents to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

#### **The SLT led by the Headteacher and Designated Safeguarding Lead will lead all staff to:**

- work with pupils and their families to support high levels of attendance and punctuality and understand any barriers to attendance
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- take into account individual needs when implementing this policy, including having regard to the school's obligations under the Equality Act 2010 and the UN convention on the Rights of the Child
- share information and work collaboratively with the local authority, other schools in the area and other partners including, where required, make appropriate referrals in accordance with local procedures, legislation and guidance
- regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- ensure that all pupils can access full-time education, putting strategies in place where there is evidence to suggest that this is not the case
- ensure that the trust board, school governing body and Maybury Primary School's leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the non-statutory guidance issued by the Department for Education, *Working together to improve school attendance (2022)*
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection Policy)
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education

- regularly inform parents about their child's attendance and absence levels
- support pupils who are returning to education following long term absence
- ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using ScholarPack
- assign overall responsibility for championing and improving attendance at Maybury to a designated senior leader: Mrs A Grantham (Headteacher)
- observe and fulfil the responsibilities set out in guidance issued by the Department for Education: *Summary table of responsibilities for school attendance* ([publishing.service.gov.uk](http://publishing.service.gov.uk)) to the extent not covered above or elsewhere in this policy

**In addition, class teachers will:**

- Ensure all morning and afternoon registers are completed on time
- Record attendance and absence on ScholarPack and CPOMs as laid down in this policy (see Section)
- Be aware of punctuality/attendance patterns of children in their class and bring issues to the attention of the SLT
- Be sensitive where there may be family issues which influence attendance at school

**Parents and Carers**

Where parents decide to have their child registered at Maybury Primary School, they have a legal duty to ensure their child attends the school regularly. This means their child must attend every day that Maybury Primary School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from school.

We expect parents and carers to:

- ensure that their child arrives at school on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- follow the correct procedure for reporting the absence of their child from school (see section 6 below)

- avoid unnecessary absences
- keep school informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6 below)
- provide medical evidence when requested by the school
- inform school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: Summary table for school attendance ([publishing.service.gov.uk](http://publishing.service.gov.uk))

## **Pupils**

We expect pupils to:

- attend school regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive at school late (see sections 4 and 5 below)

## **The Designated Attendance Lead will:**

- offer a clear vision for attendance improvement
- evaluate and monitor attendance expectations and processes
- oversee attendance and absence data analysis
- ensure that key attendance messages are communicated to parents and pupils
- provide data and reports to support the work of the Board of Trustees

## **The Board of Trustees**

- take an active role in attendance improvement, recognise the importance of school attendance and promote it cross the trust and Maybury Primary School's ethos and policies

- ensure the leaders of Maybury Primary School fulfil expectations and statutory duties
- regularly review attendance data, discuss and challenge trends and support leaders at Maybury Primary School focus improvement efforts on the individual children or cohorts who need it most
- ensure that staff at Maybury Primary School have adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support or cohorts overcome barriers to attendance
- share effective practice on attendance management and improvement across its academies
- require Maybury Primary School to report to the trustees on its attendance at regular intervals
- have a dedicated attendance lead who will drive improvement across the trust and act as a central point for attendance queries from Maybury Primary School

**Maybury Primary School Governing Body will:**

- be vigilant in the monitoring of attendance statistics and understand how they influence school improvement planning
- Ensure that the Senior Leadership Team of the school monitors attendance figures and employs a range of strategies which will influence improved attendance
- Make clear to parents and carers the impact of good attendance on achievement

**4. Registration**

At Maybury we maintain an attendance register and use this to record each pupil's attendance. Registers are taken twice daily: at the start of the school day and again in the afternoon.

- Our register closes for the morning sessions for children in Foundation 2 to Year 6 at 9:10 am.

<b>Registration session</b>	<b>Start time</b>	<b>End time</b>
Morning F2 – Y6	8:40 am	9:10am
Morning F1	8:30 am	9:00am
Afternoon F1	12:00 pm	12:30pm

- Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out at section 4 and 5 applies.
- All our children from F2 to Y6 stay in school during the lunchtime period and so the register does not usually require the extended end time for the afternoon to be put in place. Pupils are collected from the playground or from the restaurant by their class teacher. Appointments for pupils over lunchtimes are taken after discussions with parents/carers by admin staff or class teachers.

Registration session	Start time	End time
Afternoon F2	12:30	1:00
Afternoon Y1	12:40	1:10
Afternoon Y2	1:10	1:40
Afternoon Y3	1:00	1:30
Afternoon Y4	1:00	1:30
Afternoon Y5	12:50	1:20
Afternoon Y6	1:00	1:30

- The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on School Attendance guidance –  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)
- Correct and consistent registration of attendance is important for monitoring and health and safety reasons. It enables to know which children are in school should the building need to be evacuated. It also provides information about attendance and punctuality patterns.

## 5. Late arrival

- School starts at 8:40 am. Children line up with their parents within the school grounds outside the gates to either the EYFS classrooms, the Key Stage 1 classrooms or the Key stage 2 classrooms. The gates which give access to these classrooms are unlocked at 8:35am and are locked at 8:45am.
- If a pupil arrives at school after the gates have closed, they must enter school through the main entrance and be signed in by the office staff. If they arrive before the register has closed, they will receive a late mark.
- If the relevant registration period has ended, and in the absence of a satisfactory explanation, the register will be marked as an unauthorised absence.



## **6. Reasons for absence and how to report or request authorisation**

- *Authorised absence* - absence will only be authorised where the school has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the School can authorise absence.
- *Unauthorised absence* – absence will be marked as unauthorised where the School is not satisfied with the reasons given for the absence.

### **6a Reporting absence from Maybury Primary School**

- Where a pupil is to be absent from school without prior permission, the parent/carer should inform the school by telephone on the morning of the day of the first absence and let the school know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the school on each day of absence
- In cases of prolonged absence due to illness, the parents/carers may be asked to provide the school with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised

### **6b Appointments**

- Medical, dental and other essential appointments for a pupil should take place outside of school hours where this is reasonably possible.
- Where an appointment must take place during school time, the pupil should attend the School for as much of the day as possible.
- For the time absent from the School to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

### **6c Leave of absence (including holidays during term time)**

Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time.

- The school cannot and will not authorise absence for the reason of a family holiday.
- There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not** an entitlement.

- If you feel you have an exceptional circumstance, parents/carers must make the request in advance and in writing and, wherever possible, **at least 4 school weeks** ahead of the planned leave.
- All requests for a leave of absence during term time should be made by the parent/carer on the school's official form (See Appendix 1: Term Time Leave Procedure).
- It is a parent's responsibility to justify why their request is of exceptional circumstances. Evidence should be provided along with the application. The evidence you will need to provide depends entirely on what type of leave from school you are applying for. The evidence you will be required to provide will be specifically asked for by the school (See Appendix 1: Term Time Leave Procedure). If you are unable to provide evidence then the request will be refused.
- Where a leave of absence is requested as above, the Head Teacher will consider the specific facts and circumstances relating to the request. The decision:
  - will be confirmed in writing
  - is solely at the Head Teacher's discretion and
  - is final.
- The school will review general attendance performance and progress when considering each leave of absence request.
- Where permission is granted, the Head Teacher will confirm the number of days and dates of absence which are authorised.
- If permission is not granted and parents/carers proceed to take their child out of school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see Section 7 below).
- If no leave of absence request is made and information is received that a child is absent due to a holiday all efforts will be made to establish through home visits during the absence period why the child is absent and recorded. On the child's return to school a letter will be issued within **5 school days** notifying the parent/carer that the absence has been recorded as unauthorised absence.
- When a child returns to school following an unauthorised leave of absence during term-time, the school will decide whether to make a referral to the Education Welfare Service.
- Penalty notices will apply when there has been the deliberate taking of a holiday in term time without or against school permission and where this has

created a period of unauthorised absence in the current term of at least 10 sessions (5 school days).

### **6d Religious observance**

- We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:
  - falls during school time and
  - has been exclusively set apart for religious observance by the religious body to which the pupil belongs, the absence from school will be authorised.
- We ask that parents/carers notify the school in writing in advance where absence is required due to religious observance.

### **6e Coronavirus (Covid-19)**

- There may be circumstances in which pupils cannot attend school due to Covid-19. The school will adhere to any current guidance issued by the Department of Education relating to the recording of attendance in relation to Covid-19.
- If a pupil tests positive for coronavirus, their absence will be recorded as illness.

## **7. Addressing poor attendance and punctuality**

Our procedures for managing unexplained absences can be found in this section.

### **7a Championing and Improving Attendance with Pupils**

**All** staff at Maybury Primary School are responsible for promoting good attendance with the children.

- The **Headteacher: Mrs A Grantham** is the strategic lead for attendance supported by the DSL: Mrs E Dines and the Senior Leadership Team.
- A weekly Attendance Assembly promotes the importance of good attendance; tracks the attendance of the whole school and classes; celebrates high levels of attendance and supports pupils to understand how to have good attendance.
- The classes are rewarded when their class has the highest overall attendance. Each week there is a trophy for the class with the overall best

attendance and for the class with the best weekly attendance. Classes that win these awards earn extra playtime. This is to develop a team within the classroom that support each other in encouraging each other to attend school.

- We understand that younger children are reliant on parents/carers bringing them to school, so we like to reward whole families. Every child whose attendance is above our attendance target of **96.0%** are entered into a draw at the end of each term to win family prizes
- Improvement in attendance is also recognised and celebrated
- Maybury Primary School works with schools within the Humber Education Trust and in the local area (including those attended by siblings of pupils) in order to improve and support attendance for individual pupils and also to develop its own practice.

### **7b Monitoring Attendance**

The Headteacher and DSL meet on a weekly basis to study attendance data. The data is used to identify pupils at risk of poor attendance. Attendance is checked daily by SLT and admin staff.

- Regular attendance reports are provided to class teachers and relevant leaders.
- Pupils who need support from wider partners are identified as soon as possible and support is delivered in a targeted manner.
- Data is monitored and analysed on a half-termly, termly and annual basis so that patterns and trends can be identified and tracked within different pupil groups.
- Maybury Primary School attendance data is benchmarked at each level against local, regional and national level
- Strategies and actions to improve attendance on particular pupils and particular groups are monitored.
- The school works with the Local Authority and other local partners to identify target groups.
- Regular meetings with the parents/carers of pupils who school consider to be vulnerable are carried out.

## 7c Following Up Absence

Robust daily processes to follow up absence are in place:

- First day absence phone calls are made by admin and unexplained absence pursued
- If there are concerns, a home visit will be made by SLT on the first day of unexplained absence
- A No Reason for Absence letter is sent if parents do not make contact or cannot be contacted on the first day of absence
- A home visit **will always** be made by SLT if there is no contact by the second day of absence

## 7d Pupils at Risk of Becoming Persistently Absent

Where absence or punctuality is a cause for concern, we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality. This may be, for example, because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival
- persistent lateness
- We have found at Maybury, parents respond to a personal visit or meeting better than letters being sent out cold. Where issues persist, the following will be initiated:
  - Stage 1: Attendance Concern Letter 1 is sent out
  - Stage 2: Attendance concern Letter 2 is sent
  - Stage 3: Meeting with parents/carers to discuss impact of poor attendance and strategies to support improvement
- Work will be carried out with each identified pupil and their parents/carers to address reasons for absence and identify any in-school barriers to attendance.
- Where out of school barriers are identified as being a cause for absence, the school will signpost and support access to any required services in the first instance.
- The School will seek the advice and support of the Local Authority Education Welfare Officer for families where pupils are in danger of becoming persistent absentees.
- The School will work alongside, or take the lead role if necessary, with any identified outside agencies in an effort to support a pupil's attendance

## 7e Persistently Absent Pupils

Absence will be classed as persistent where it falls below **90%** across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases.

- The School will work with the Local Authority Education Welfare Officer for pupils who are identified as being persistently absent.
- The School will give continued support to address reasons identified as a barrier (both in school and out of school) for absence.
- Additional intervention steps may be put into place which may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.
- Where there is a lack of engagement from parent/carers, more formal conversations will be held to be clear about the potential needs for legal intervention in the future.
- Where support is not working, being engaged with or appropriate, the School will work with the Local Authority on legal intervention.
- Safeguarding concerns **will** be raised with children's social care

## 7f Penalty Notices

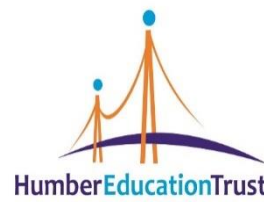
Where parents/carers have failed to engage effectively in support to ensure that their child of compulsory school age is regularly attending the school, we may consider issuing a penalty notice. A penalty notice is a fine (£60 if paid within 21 days, £120 if paid within 28 days) imposed on parents.

- When considering whether to issue a penalty notice, we will have regard to:
  - Section 6 of the Department for Education's guidance, 'Working together to improve school attendance:
  - The Local Authority's Code of Conduct for issuing penalty notices.
- In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

## 7g Support for Pupils with Medical Conditions or SEND with Poor Attendance

At Maybury Primary School, we maintain the same ambition for **all** our pupils to have good attendance. We will work with the families of identified children with SEND and Medical Conditions to ensure that attendance is maximised.

- The School will ensure that provision highlighted in pupils' EHCPs or medical plans is accessed. Adjustments and additional support will be put in place as necessary.
- The School, with support from the SENDCo, will continue to ensure that timely referrals are made to outside agencies to support identified children and that recommendations from these external partners are actioned and delivered effectively.



# Term Time Leave of Absence Procedure

'In these stone horizons sing'  
(Gwyneth Lewis, Welsh poet)



## TERM-TIME LEAVE OF ABSENCE PROCEDURE

**This Procedure should be read in conjunction with the Maybury Primary School's Attendance Policy**

### 1) Introduction

Children only attend school for 190 days out of 365. **It is expected that any holidays are taken during the 13 weeks of school holidays that children get each year.**

Taking children out of school for avoidable reasons is disruptive to the learning of the individual child and also disruptive to other children in the class, the organisation of the class and groups within it, group activities and teacher planning.

### 2) Aim of this procedure

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Maybury Primary School.

### 3) How to Apply for a Leave of Absence

Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time.

**PLEASE NOTE THAT THE SCHOOL CANNOT AND WILL NOT AUTHORISE ABSENCE FOR THE REASON OF A FAMILY HOLIDAY.**

There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not** an entitlement.

If you feel you have an exceptional circumstance, parents/carers must make the request in advance and in writing and, wherever possible, **at least 4 school weeks** ahead of the planned leave.

All requests for a leave of absence during term time should be made by the parent/carer on the school's official form (Attached to this Procedure).

It is a parent's responsibility to justify why their request is of exceptional circumstances. Evidence should be provided along with the application. The evidence you will need to provide depends entirely on what type of leave from school you are applying for. The evidence you will be required to provide will be specifically asked for by the school and is outlined in this procedure. If you are unable to provide evidence then the request will be refused.

#### **4) How your request for a Leave of Absence will be considered**

Where a leave of absence is requested as above, the Head Teacher will consider the specific facts and circumstances relating to the individual request.

School leave of absence records will be kept to enable the school to monitor the frequency of and repeating of requests and length of absences from school. This will enable the school to be well informed to deal with individual requests and ensure a consistent approach to such requests.

The school will review general attendance performance and progress when considering each leave of absence request.

On receiving a request for a leave of absence during term-time the school within **5 school days** advising that the leave of absence request is authorised/unauthorised and the reason for this decision.

The decision:

- will be confirmed in writing
- is solely at the Head Teacher's discretion and
- is final.

Where permission is granted, the Head Teacher will confirm the number of days and dates of absence which are authorised.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first.

#### **5) What happens if you ignore a declined request?**

If permission is not granted and parents/carers proceed to take their child out of school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see Section 7 of the Attendance Policy).

#### **6) What happens if a Leave of Absence is taken without a request being made?**

If no leave of absence request is made and information is received that a child is absent due to a holiday all efforts will be made to establish through home visits during the absence period why the child is absent and recorded. On the child's return to school a letter will be issued within **5 school days** notifying the parent/carer that the absence has been recorded as unauthorised absence.

When a child returns to school following an unauthorised leave of absence during term-time, the school will decide whether to make a referral to the Education Welfare Service.

The school **will not** authorise retrospective approval for leave of absence requests. If the parent/carer does not apply for the leave of absence in advance the absence will be recorded as unauthorised.

Penalty notices will apply when there has been the deliberate taking of a holiday in term time without or against school permission and where this has created a period of unauthorised absence in the current term of at least 10 sessions (5 school days).

***Everyone at Maybury will teach our children to learn and empower them to broaden their horizons***

## Application for Leave of Absence in Term Time

PLEASE NOTE THAT THE SCHOOL WILL NOT AUTHORISE ANY HOLIDAYS

In exceptional circumstances, it may be possible to review this by completing this form.

To request a leave of absence, parents/carers must make the request in advance and in writing and, wherever possible, **AT LEAST 4 SCHOOL WEEKS AHEAD OF THE PLANNED LEAVE**

Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.

If permission is not granted and parents/carers proceed to take their child out of school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

I request term time leave of absence for my child for the following dates:

Date from: \_\_\_\_\_ Date return to school: \_\_\_\_\_

Total number of school days requested: \_\_\_\_\_

**Please include supporting documents (please see attached list) with your request.**

**The exceptional reason why the absence needs to be taken in term time is:**

**The reason why this leave cannot take place during school holiday time:**

**I make an application for my child named above to have an authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice.**

**Name of Parent/Carer making application:**

**Signature:**

**Date:**

**Date received by school office:**

## **Supporting Documentation**

You must include supporting documents, appropriate to your request, from the list below with your Application for Leave of Absence in Term Time.

### **Medical**

- a letter from a GP, Consultant or a medical professional
- a copy of any prescriptions issued to your child(ren)
- a copy of an appointment card

### **Service personnel or similar**

- a letter from your employer, on letter headed paper, with their contact details
- a copy of your contract, stating your holiday arrangements

### **Court order**

- a copy of the court order, if this specifies an arranged holiday during school term time

### **Family emergency crisis**

- medical evidence
- copies of flights booked in an emergency