



# **Attendance and Punctuality Policy**

Northfield Manor Primary Academy expects the highest attendance and punctuality from all pupils, at all times. We believe that regular attendance is essential so that all pupils have equal opportunities to access the full range of curricular activities provided and can therefore reach their full potential.

We provide a welcoming, caring environment for the school community.

At Northfield Manor we strive to achieve our target of 96.1% and above for all pupils.

The school will support parents to perform their legal duty to ensure their children attend regularly and are punctual.

## **Aims**

Our school aims to meet its obligations with regards to school attendance by:

- Ensuring that every child is safeguarded and have access to a full- time education to which they are entitled.
- Promoting good attendance and punctuality and reducing absence, including persistent absence.
- Ensuring attendance and punctuality is a priority for all those associated with the school including pupils, parents/carers, staff and governors.
- Keeping accurate up-to-date records and develop an approach in gathering and analysing data that promotes consistency.
- Acting early to identify patterns of attendance/punctuality with individuals, classes and groups of pupils with support from all pupils, staff, families and external agencies where appropriate.

## **Legislation and guidance**

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

### School procedures

1. Registers are marked using SIMS at 8.55am in the morning and at the beginning of the afternoon sessions.
2. At 9.00am the registers are all marked; anyone arriving after this must report to the office so that the office staff can make the necessary alteration to the register. Pupils will be marked with an 'L' up until 9.25am. After 9.25am registers are closed and pupils will be marked as a 'U' which equates to an 'unauthorised absence' unless a valid reason or proof is given. A 'punctuality slip' is given to parents/carers and pupils to inform their class teacher.
3. Parents/carers are expected to call the school each morning before 9.25am or as soon as practically possible if their child is going to be absent.
4. At 9.30am all known lates and absences have been recorded, a list of children 'absent with no explanation' is then produced. (Fire register also obtained) The office staff then send a daily text to all these parents/carers reminding them to contact school.
5. If no contact is made by the parent/carer, the office staff will start First Day Calling procedures to ascertain a reason for absence. They will use the contact list that parents/carers have provided leaving voice messages where possible.
6. All children that continue to have no explanation for their absence are reported to the Designated Safeguarding Lead as 'Missing in Education' and a decision will be made whether a safeguarding concern text is needed to obtain an immediate response from parent/carer. Where it is deemed necessary a home-visit will take place.
7. The wellbeing of all our children is paramount, so on some occasions where no response can be made then it may be reported to the police for a 'safe and well' check to take place.

### Guidance

8. If registration is missed for a medical or dental appointment, this is counted as an authorised absence; advance notice and medical proof is required for authorising these absences. However we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible the child should be out of school for the minimum amount of time necessary.
9. If a pupil needs to leave the premises before the end of a morning or afternoon session to attend medical appointments or to go home, they will report to the office where they are signed out by their parents.
10. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.
11. Office Staff, Designated Safeguarding Lead and the Head Teacher monitor lateness and absences regularly to identify patterns and trends, including persistent absence through illness. Any children identified with concerns are placed on a 'Safeguarding Vulnerable List'. Support is offered through 'Early Help' to all children and families using the Signs of Safety and Wellbeing Practice Framework and appropriate action is taken. **(See legal actions and Appendix A)**
12. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a 'persistent absentee'.
13. The Head Teacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances' In line with Birmingham Local Authority 'Leave in Term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations. All parents /carers requesting any term time absence should make contact with Mrs Sheldon- Designated Safeguarding Lead. Mrs Sheldon will arrange a meeting to discuss the schools procedures in considering each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request s. A letter will also be sent to parents/carers by post informing them of decision. **(See legal actions)**

14. Whilst the school will endeavour to promote attendance, the Head Teacher may exclude a pupil, who has been involved in a serious incident. In such cases, they will be marked as absent from school. (Reference to the School's Behaviour Policy should be made)

#### **Strategies for promoting regular attendance**

15. The school will emphasise to parents/carers and pupils the need to attend school regularly and arrive on time.
16. A daily breakfast club is run to support parents/carers by allowing them to drop off their children from 7.45am.
17. Weekly, half termly and termly assemblies recognise good attendance for individual pupils, classes and whole school.
18. Praise, rewards and incentives schemes are implemented by the school to encourage good attendance by all.
19. The school newsletter, website and class dojo is used to highlight the importance of good attendance and punctuality and provide up-to-date information.
20. Parents Evening and induction meetings for all new families are used to highlight the importance of good attendance and punctuality.

#### **Legal Actions**

21. Fast-track to Attendance is the legal process our school will use to tackle ongoing unauthorised absence. 'Fast-track to Attendance' is an Early Help approach to improving pupil attendance which also seeks to act quickly where there is unauthorised absence. If the school has concerns about a child's absence levels, whether absence is authorised or unauthorised, the school will act upon this. The school is able to seek legal action against parents/carers if a pupil has at least 20 sessions of unauthorised absence within a rolling 12 month period. **(See Appendix A)**
22. The Leave in Term Time (Penalty Notice) is the legal process our school will use for cases of unauthorised leave in term time of 10 days or more or 5 days G codes and 10 sessions of other unauthorised absence prior to that.  
School may take legal action when a pupil's absence is marked as an unauthorised absence (UA) coded G, i.e. a family holiday - NOT agreed or days in excess of agreement; and a pupil has been absent either: – for a minimum of 5 continuous school days of G codes and has had 5 school days of other unauthorised absence in the previous 12 calendar months; or – for at least 10 school days of G codes, where there has been no other unauthorised absence in the previous 12 calendar months. **(see Appendix B for coding)**
23. School may fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. The Head Teacher has the ultimate decision by following the local authority's code of conduct for issuing penalty notices. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

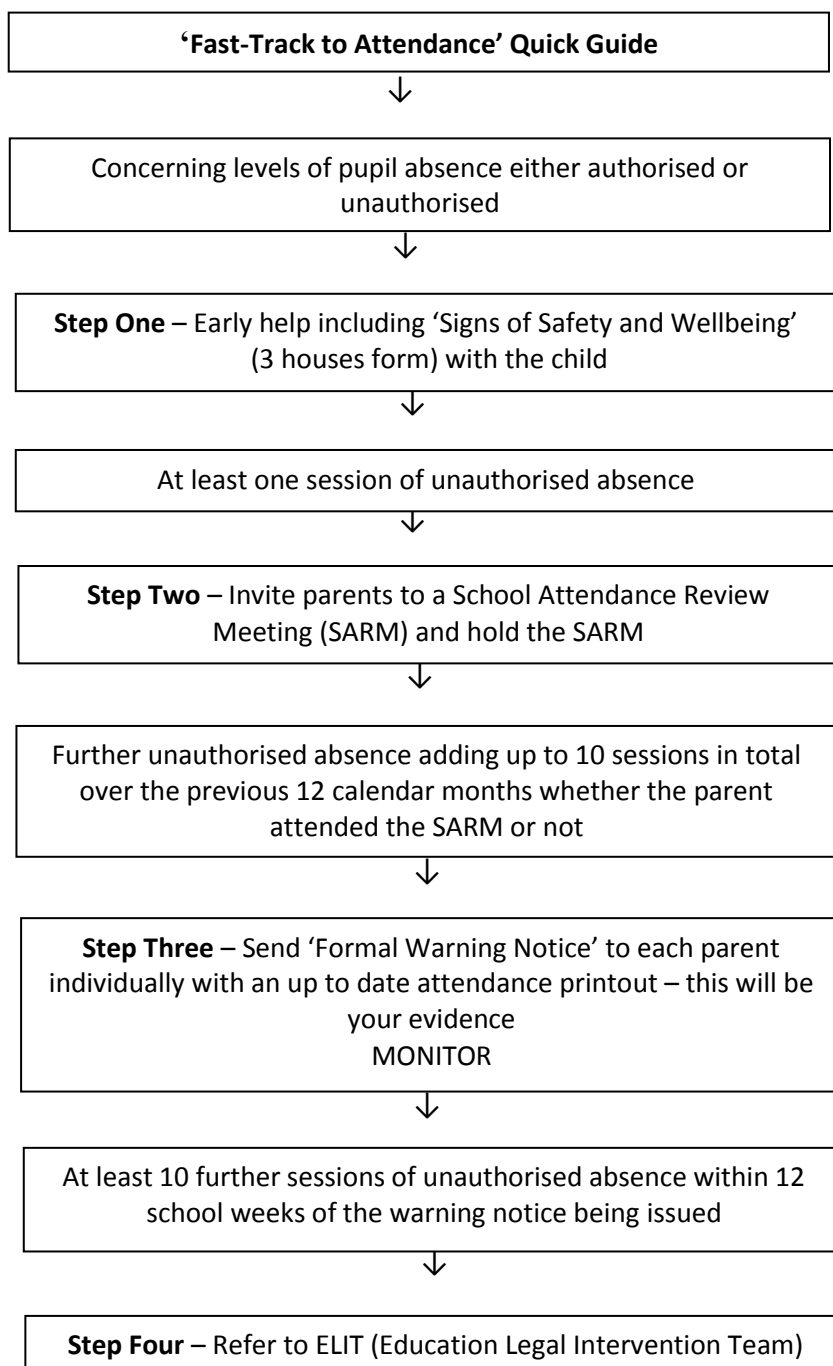
#### **Review**

24. The Head Teacher, Designated Safeguarding Lead and Office Staff will monitor the attendance and punctuality of all pupils.
25. The Senior Leadership Team will review the effectiveness of the whole policy on a regularly basis with the Governors reviewing the policy every year.
26. The Head Teacher informs Governors termly of whole school attendance data

***Date agreed by the Governing Body: 19/3/18***

***Signed: Dave Duff***  
***Chair of Governing Body***

## Appendix A



## Appendix B

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

#### KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances