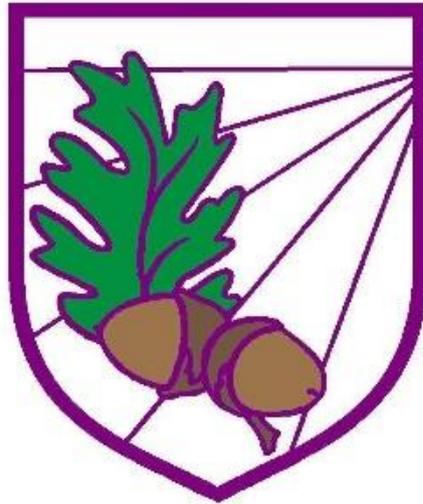


# OAK VIEW PRIMARY & NURSERY SCHOOL



## ATTENDANCE POLICY

<b>Policy Date:</b>	<b>June 2022</b>
<b>Policy Review Date:</b>	<b>Summer 2023</b>
<b>Date ratified by Full Governing Body</b>	<b>21/06/2022</b>
<b>Signed by Chair of Governors:</b> 	

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## **Mission Statement**

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

## **1. Aims/Expectations**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.

## **2. Attendance Targets**

- To ensure, and maintain, *whole school* attendance above 96%.

### **2.1 Leadership & Management**

- Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families.
- Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expect good attendance and punctuality from all members of the school community and make sure that pupils understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower staff to take responsibility for attendance.
- Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Have designated attendance partners in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- Make sure staff receive professional development and support to deploy attendance systems effectively.
- Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.

## 2.2 Role of the Head

*The Head is responsible for:*

- the implementation of the policy;
- ensuring that every member of staff knows and understands their responsibilities for attendance;
- agreeing whether an absence should be authorised. The power to authorise an absence rests with the Headteacher or delegated person within the school, and not with parents or the local authority – see Appendix A for circumstances under which an absence will be authorised;
- working actively to maximise attendance rates, both in relation to individual pupils and the pupil body as a whole;
- having clear policies in place to address persistent absence;
- all staff adopting a consistent approach in dealing with absence and lateness;
- monitoring trends;
- providing a system for parents to report a child's absence;
- reporting to the Governing Body the attendance figures and progress to achieving the set targets;
- reminding parents of their commitment to this policy;
- building respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school;
- communicating openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them;
- liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable;
- modelling respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture.
- establish, implement and monitor robust arrangements to identify, report and support children missing education (CME)

**See guidance on HCC Grid regarding Children Missing Education**  
<https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/children-missing-from-education>

	<ul style="list-style-type: none"> <li>▪ develop good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)</li> <li>▪ engage pupils in consultation on attendance policy and practice e.g. assemblies</li> <li>▪ ensure that parents fully understand the demands and responsibilities of elective home education (EHE)</li> </ul> <p><b>See guidance on HCC Grid when a parent is considering EHE</b>  <a href="https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/elective-home-education">https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/elective-home-education</a></p>
<p><b>2.3 Role of the Teaching Staff</b></p>	<p><i>Teachers are responsible for:</i></p> <ul style="list-style-type: none"> <li>▪ setting an example of punctuality and good attendance;</li> <li>▪ implementing the policy;</li> <li>▪ ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date;</li> <li>▪ monitoring class and individual attendance patterns;</li> <li>▪ informing the school office/attendance team of any concerns;</li> <li>▪ emphasising with children the importance of punctuality and good attendance;</li> <li>▪ reminding parents of their commitment to this policy;</li> <li>▪ building respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. To ensure there is a welcoming and positive culture across the school;</li> <li>▪ communicating openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them;</li> <li>▪ liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable;</li> <li>▪ modelling respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture.</li> </ul> <p><i>All staff members must:</i></p> <ul style="list-style-type: none"> <li>○ treat pupils with dignity;</li> </ul>

<p><b>Support for those at risk of persistent absence/ persistently absent</b></p>	<ul style="list-style-type: none"> <li>○ build relationships rooted in mutual respect and observe proper boundaries;</li> <li>○ take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence handling confidential information sensitively;</li> <li>○ understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity;</li> <li>○ communicate effectively with families regarding pupils' attendance and well-being.</li> </ul> <p>All staff members should:</p> <ul style="list-style-type: none"> <li>● rehearse and reinforce attendance and punctuality expectations continually</li> <li>● emphasise the importance of attendance and its impact on attainment</li> <li>● promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom</li> <li>● promote rewards and celebrate progress but continue to outline sanctions</li> <li>● apply rewards and sanctions consistently</li> <li>● follow up on absence and lateness with pupils to identify barriers and reasons for absence</li> <li>● contact parents and carers regarding absence and punctuality</li> <li>● review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets</li> <li>● periodically review practice and consistency both across and between departments</li> <li>● proactively promote attendance practice as part of staff induction</li> <li>● consider the individual needs and vulnerabilities of pupils</li> </ul> <p><b>Support for pupils at risk of persistent absence:</b></p> <p>Welcome pupils back following an absence and provide good catch-up support to build confidence and bridge gaps. This could include:</p> <ul style="list-style-type: none"> <li>● lesson resources</li> <li>● buddy support</li> </ul>
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	<ul style="list-style-type: none"> <li>• one to one input</li> </ul> <p>Meet with pupils to discuss absence, patterns, barriers and problems.</p> <p>Establish action plans to remove barriers, provide additional support and set targets. This could include:</p> <ul style="list-style-type: none"> <li>• lunchtime arrangements</li> <li>• support with uniform, transport, wake up routines or emotional wellbeing</li> <li>• lead daily or weekly check-ins to review progress and the impact of support</li> <li>• regular contact with families to discuss progress</li> </ul> <p>Consider what support for re-engagement might be needed, including for vulnerable groups.</p> <p><b>Support for pupils who are persistently absent</b></p> <ul style="list-style-type: none"> <li>• Prepare supporting resources to ensure pupils can access learning when they return.</li> <li>• Develop targeted intervention to address gaps and build pupils' confidence (including considering small group additional support).</li> <li>• Contribute to action plans which attendance team create together where appropriate.</li> <li>• Provide tailored praise and encouragement when pupils attend and arrive on time.</li> </ul>
<p><b>2.4 Role of the Parents</b></p>	<ul style="list-style-type: none"> <li>• Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.</li> <li>• Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school. Parents are responsible for: <ul style="list-style-type: none"> <li>▪ ensuring that their children are punctual and know the importance of good attendance;</li> <li>▪ instill in their children an appreciation of the importance of attending school regularly;</li> <li>▪ impressing upon their children the need to observe the school's code of conduct;</li> <li>▪ informing the school on the first day of absence, by 9.30 am at the latest;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ providing the school with an explanation for the absence;</li> <li>▪ informing the school of any changes to their contact details;</li> <li>▪ taking an active interest in their children’s school career, praising, and encouraging good work and behaviour and attending parent’s evenings and other relevant meetings;</li> <li>▪ working in partnership with the school to resolve issues which may lead to non-attendance;</li> <li>▪ avoiding arranging medical/dental appointments during school hours;</li> <li>▪ not booking holidays during term-time;</li> <li>▪ treating staff with respect;</li> <li>▪ actively supporting the work of the school;</li> <li>▪ calling on staff for help when they need it;</li> <li>▪ communicating as early as possible circumstances which may affect absence or require support.</li> </ul>
<p><b>2.5 Role of Attendance Team in conjunction with School Attendance Officer</b></p>	<p><u>Roles and Responsibilities of Attendance Team</u></p> <ul style="list-style-type: none"> <li>▪ Implementing the policy with the Head; School attendance, safeguarding and pastoral support policies should clearly outline the key principles, expectations and routines, support interventions and consequences.</li> <li>▪ Monitoring and analysing attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies like children’s social care and early help services which are working with families.</li> <li>▪ Robust school systems which provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as: <ul style="list-style-type: none"> <li>○ children who have a social worker including looked-after children</li> <li>○ young carers</li> <li>○ children who are eligible for free school meals</li> <li>○ children who speak English as a second language</li> <li>○ children who have special educational needs and disabilities</li> </ul> </li> <li>▪ To keep the Head and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of pupils and to implement attendance procedures.</li> <li>▪ Collate attendance data for the Head, the Governing Body and the Local Authority Attendance Officer (LAAO).</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure registers are distributed to the teaching staff and are kept up to date.</li> <li>▪ Attend consultations with the LAAO.</li> <li>▪ Contact parents if they have not reported their child's absence from <b>9.30 am</b>.</li> <li>▪ Sending a letter if no contact is made.</li> <li>▪ Arrange meetings with parents to ensure clear channels of communication are in place and offer support/interventions where necessary.</li> <li>▪ Make sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.</li> <li>▪ To ensure that the Local Authority is notified of any pupil who fails to attend school regularly via a <b>10 Day Absence Form</b>.</li> </ul> <p><b>See guidance on HCC Grid for form-</b>  <a href="https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-guidance-and-statutory-responsibilities">https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-guidance-and-statutory-responsibilities</a></p>
<p><b>2.6 Role of Attendance Partners</b></p>	<p>Attendance partners must:</p> <ul style="list-style-type: none"> <li>▪ engage with feeder schools or organisations to access absence information in order to identify target cohorts prior to transfer, including mid-year transfers and managed moves;</li> <li>▪ provide appropriate support and challenge to establish good registration practice;</li> <li>▪ carry out robust first day calling procedures including priority routine for vulnerable children including children with a social worker;</li> <li>▪ undertake home visits in line with your policy to engage families and ensure children are safe;</li> <li>▪ identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies;</li> <li>▪ implement punctuality routines such as late gate or sign in procedures;</li> <li>▪ implement children missing education (CME) procedures when appropriate;</li> <li>▪ ensure that that parents fully understand the demands and responsibilities of elective home education (EHE);</li> </ul>

- where pupils have additional vulnerabilities, which may require multi-agency meetings try to arrange those meetings outside of lesson time, where possible.
- the attendance administrator monitors lateness and informs the Attendance Team of concerns.
- parents of identified pupils to be contacted and a meeting arranged so that the problem can be discussed and support offered.

### **For pupils at risk of persistent absence**

We will:

- provide regular attendance reports to tutors to facilitate weekly reviews with leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads) for monitoring and evaluation purposes;
- initiate and oversee the administration of absence procedures. This could include: letters home, attendance clinics and engage with local authorities and other external agencies and partners;
- work with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and find methods that work and are understood;
- consider if further interventions are required in line with the statutory guidance on parental responsibility measures ;
- provide regular reports to leaders on the at-risk cohort;
- provide regular reports to local authority attendance team.

### **Pupils who are persistently absent**

We will:

- develop and implement persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines;
- identify tailored intervention which meets the needs of the pupil, for example: mentoring and alternative provision where appropriate;
- make regular contact with families to discuss progress;
- hold regular meetings with the local authority attendance team, external partners and alternative providers to check on welfare and review progress;
- liaise with school leaders (DSL & SENCo) on referrals to external agencies and multi-agency assessments;

	<ul style="list-style-type: none"> <li>▪ coordinate and contribute to multi-agency meetings to review progress and agree on actions;</li> <li>▪ work in partnership with local authority attendance team and other agencies to ensure the appropriate use of statutory parental responsibility measures;</li> <li>▪ provide regular reports to leaders on the impact of action plans and interventions.</li> </ul>
<b>3. Working in partnership with families</b>	<ul style="list-style-type: none"> <li>▪ Create action plans in partnership with families and other agencies that may be supporting families, for example, children’s social care and early help services. Commission or deliver interventions to improve attendance.</li> <li>▪ Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.</li> <li>▪ Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.</li> <li>▪ Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.</li> </ul>
<b>4. Encouraging Good Attendance</b>	<p>The school encourages good attendance by:</p> <ul style="list-style-type: none"> <li>• using clear and consistently applied systems and processes to improve, incentivize and celebrate attendance and address absences. Makes sure these systems are inclusive and appropriate for all pupils;</li> <li>• publicising good attendance during assemblies, newsletters and the termly report to the Governing Body;</li> <li>• awarding good attendance certificates/badges to pupils when they have achieved 100% attendance.</li> </ul>
<b>5. Reporting lateness or absence</b>	<ul style="list-style-type: none"> <li>▪ The school doors are opened at 8.40 am and pupils are then expected to enter the school building and make their way to their classroom.</li> <li>▪ Children who arrive after <b>9.00 am</b> must be registered electronically by the school office.</li> <li>▪ Pupils who arrive between <b>9.00 am and 9.20 am</b> will be marked as ‘late’ but counted as present for that session (Code L).</li> <li>▪ Pupils who arrive after <b>9.20 am</b> will be marked as ‘unauthorised absent’ for that session (Code U). If these unauthorised sessions go above 15 sessions (7.5 days),</li> </ul>

	parents could be fined, please see Fixed Penalty Notice (FPN) section below.
<b>6. Pupils at risk of Persistent Absence</b>	<p>Persistent absence occurs when a child's attendance falls below 90%. Absenteeism at this level will considerably damage a pupil's educational prospects and the school will work alongside parents/carers to tackle this issue by establishing robust escalation procedures which are initiated before absence becomes a problem, for example by:</p> <ul style="list-style-type: none"> <li>▪ sending letters to parents and carers;</li> <li>▪ having a weekly review;</li> <li>▪ engaging with local authority attendance teams;</li> <li>▪ using Fixed Penalty Notices;</li> <li>▪ engaging with children's social care staff, including Virtual School Heads and social workers where appropriate;</li> <li>▪ establishing a range of evidence-based interventions to address barriers to attendance;</li> <li>▪ monitoring the implementation and quality of escalation procedures (and intervention).</li> </ul>
<b>7. Pupils who are persistently absent</b>	<p>We will establish clear and effective service level agreements with external partners to support pupils with persistent absence, including:</p> <ul style="list-style-type: none"> <li>▪ local authority attendance services;</li> <li>▪ alternative providers;</li> <li>▪ school nursing and mental health professionals;</li> <li>▪ children's social care staff where appropriate.</li> </ul> <p>We will establish good relationships with a network of voluntary organisations and charities to support vulnerable pupils including those with persistent absence, for example:</p> <ul style="list-style-type: none"> <li>▪ mental health charities;</li> <li>▪ mentoring organisations;</li> <li>▪ young carers association.</li> </ul> <p>We will engage in or lead on attendance reviews and clinics in line with escalation procedures.</p>
<b>8. Absence</b>	<ul style="list-style-type: none"> <li>• <b>Holidays during term time</b> – <i>changes to legislation which came into force in September 2013 made clear that Headteachers may not grant any leave of absence during term time unless there are</i></li> </ul>

	<p><i>exceptional circumstances. If there are exceptional circumstances behind your request you should discuss these with the Headteacher.</i></p> <p><b>See letter from Jo Fisher, Director of Children’s Services on HCC Grid when considering a term-time holiday – <a href="https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/holidays-in-term-time">https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/holidays-in-term-time</a></b></p> <ul style="list-style-type: none"> <li>• <b>Religious Observance</b> – a maximum of 2 days absence is allowed for <i>recognised</i> religious observance.</li> <li>• <b>Medical, Dental or Hospital Appointments</b> – please endeavor to make these appointments out of school time in order not to disrupt your child’s education.</li> <li>• <b>All applications made for a leave of absence will be considered by the Attendance Team on an individual basis.</b></li> </ul>
<p><b>9. Fixed Penalty Notices (FPN)</b></p>	<p>School follows Hertfordshire County Council’s Penalty Notice for Truancy Code of Conduct and procedures.</p> <ul style="list-style-type: none"> <li>• We expect parents/carers to work with us to address attendance problems.</li> <li>• If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Head Teacher may ask the Local Authority to issue a Penalty Notice.</li> <li>• The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.</li> <li>• If the penalty is not paid the Local Authority may prosecute parents/carers for their child’s irregular attendance.</li> </ul> <p><b>Follow guidance on HCC Grid when considering a Fixed Penalty Notice - <a href="https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/penalty-notices-for-unauthorised-absenceholiday">https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/penalty-notices-for-unauthorised-absenceholiday</a></b></p>
<p><b>10. Part-time Timetables</b></p>	<ul style="list-style-type: none"> <li>• As part of the framework for the inspection of services for children in need of help and protection, children looked after, and care leavers (Ofsted June 2015) local authorities are required to provide detailed data on school age children in their area who are not in receipt of full-time education. Schools are similarly expected to maintain data on students of compulsory school age who are on their roll but attending on a part-time timetable.</li> <li>• The Local Authority has published guidance for all maintained schools, academies, free schools, studio schools, UTCs, ESCs and PSBs on the use of part-time timetables for pupils of</li> </ul>

	<p>compulsory school age (the term after their fifth birthday to the last Friday in June following their 16th birthday)</p> <ul style="list-style-type: none"><li>• All schools are required to return information on children who are on part-time tables within five days of the pupil starting or ending a part -time timetable.</li></ul> <p><b>Follow guidance on HCC Grid when considering a part-time timetable - <a href="https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-part-time-students">https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-part-time-students</a></b></p>
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## **Appendix A**

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Headteacher.
- The pupil is ill and has not been asked to provide proof of absence.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision.
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Headteacher.

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

## **Appendix B**

### Supporting Documents

- [School behaviour and attendance: parental responsibility measures](#)
- [Children missing education](#)
- [Supporting pupils with medical conditions at school](#)
- [Keeping children safe in education](#)
- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)
- [School exclusion](#)

### Guidance and resources

- [School attendance: guidance for schools](#)
- [Checklist for school leaders to support full opening: behaviour and attendance](#)
- [Mental health and wellbeing resources](#)
- [Mental health and behaviour guidance](#)
- [Approaches to preventing and tackling bullying](#)
- [Respectful School Communities Tool](#)
- [Skills for care: toolkit for social workers to support conversations about returning to education settings in September](#)
- [Education Endowment Foundation: research on texting parents](#)
- [Education Endowment Foundation: research on parental engagement](#)
- [National statistics: Pupil absence in schools in England](#)