



In the Name of Allah the Most Kind the Most Merciful

ORCHARD PRIMARY SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

This policy reflects the vision and aims of Orchard School by

- ❖ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ❖ Providing clear procedures for involving parents relating to school attendance.

School Attendance and the Law

Under the 1996 Education Act, parents/carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence.

Under the Education Pupil Registration Regulations 2006 (R12) deletions from the School Roll must be reported to the Local Authority, Education Welfare Service, by the school giving reasons for that pupil's removal prior to deletion.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both National and Lambeth attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets.

Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is important not to cover up their absence or to give in to pressure to the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required in writing.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- ❖ ***parents keeping children off school unnecessarily***
- ❖ ***truancy before or during the school day***
- ❖ ***absences which have never been properly explained***
- ❖ ***children who arrive at school too late to get a mark***

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer (EWO) from the Local Education Authority. The EWO will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Procedures

The school applies the following procedures in deciding how to deal with pupil absence and lateness:

REGISTRATION PROCEDURE – PLEASE SEE APPENDIX 1

DEALING WITH PUPIL ABSENCE – PLEASE SEE APPENDIX 2

PUNCTUALITY PROCEDURE – PLEASE SEE APPENDIX 3

HOLIDAYS IN TERM TIME PROCEDURE – PLEASE SEE APPENDIX 4

Encouraging and rewarding good attendance

Attendance boards

There is one in the hall and one by the school entrance. The class attendance levels are updated every week. The pupils and their families are given regular reminders of the School's attendance target and the need for high levels of attendance.

Weekly Attendance Cup

Every Monday the Headteacher announces the classes whose attendance figures are first and second best for the previous week. These classes each receive an attendance cup (gold and silver) which they keep in the classroom for that week. The winning class also receives a healthy snack as a reward.

Certificates

At the end of each term the pupils achieving 100% attendance receive a certificate in assembly.

Class teachers will nominate each term, pupils who have achieved excellent attendance or a pupil whose attendance has improved. These nominations will be given to the Assistant Headteacher.

Pupils will be acknowledged in assembly and a certificate and reward given.

Newsletter

The Headteacher regularly reminds parents of the importance of high attendance levels and gives updates of the levels being achieved by individual classes.

Support Systems

The school recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make the school aware of any difficulties that may affect their child's attendance and or behaviour in school (e.g. illness, bereavement, divorce/separation, incidents of domestic abuse). This will help the school identify any additional support that may be required.

Pupils who miss school for an extended period for any reason are provided with work packs for them to complete while they are away in order to maintain continuity in their learning.

The school recognises that some pupils are more likely to require additional support to attain good attendance (e.g. those pupils with special educational needs, those with physical or mental health needs and looked after children). The school will implement a range of strategies to support improved attendance.

- Discussion with parents and pupils
- Attendance panels (consisting of the Headteacher or another member of the senior team, a governor and the Clerical Officer)
- Referrals to support agencies
- Mentoring support
- Pupil Voice Activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Education Welfare Service will be informed.

Members of staff responsible for attendance matters in this school are:

Clerical Officer

- Day to day management of pupil attendance and punctuality
- Reporting attendance concerns to the senior leadership team

Inclusion Leader

- Monitoring the attendance of vulnerable pupils
- Liaising with the Clerical Officer and families with regards to attendance and punctuality matters

Headteacher

- Overseeing the work of the Clerical Officer and Inclusion Leader
- Setting targets for attendance and punctuality
- Monitoring attendance and punctuality trends in order to achieve the maximum possible levels
- Reporting to Lambeth LA and the Governing Body

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both National and Lambeth attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School is committed to working with parents as the best way to ensure as high a level of attendance as possible.

Date policy agreed: Spring 2014

Review date: spring 2015

Signed: _____ **Date:** _____

Designation: _____

APPENDIX 1

REGISTRATION PROCEDURE

Orchard Primary School uses manual paper registers and a computerised system for keeping the school attendance records. There is a procedure in place for the registration of pupils which takes place twice a day

- Pupils are expected to begin arriving at Orchard School at 8 am
- The individual class registers are taken at 8.15 am; children present at this time will receive an authorized present mark
- Pupils who arrive in school between 8.15 am - 8.30 am will be recorded in the registers as late at the school gate
- Class registers will close at 8.30 am and should be returned to the school office by this time
- Any individual arriving in school at 8.31am or later must report to the school office where their arrival will be noted and recorded as late after the close of registers
- In line with the school safeguarding procedures, all pupils who are absent from school with no reason yet provided will receive a call from 9.30am onwards
- All outcomes of these calls will be recorded on a the daily absent sheet
- The afternoon registration:
- Reception and Key Stage 1: Commences at 12.15 pm and closes at 12.25 pm
- Year 3: Commences at 12.30pm and closes at 12.40pm
- Years 4, 5 and 6: Commences at 1.15pm and closes at 1.25 pm
- Pupils arriving after this time will be recorded as arriving late after the close of the register

The following national codes are used to record attendance information.

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
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	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
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	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

- By law registers must be kept for at least 3 years.
- Computer registers must be printed out at least once a month and bound into annual volumes.
- Entries in paper registers must be in ink.
- All corrections must be visible (no correcting fluid)

APPENDIX 2

DEALING WITH PUPIL ABSENCE

Parents are expected to provide the school with reasons for all absence from school (on the first day of absence) in the form of a note or telephone call to the school office where it can be recorded on the pupil's record. The school will monitor all children's attendance on a day by day, week by week basis.

Absence for medical reasons

When a parent reports that their child is absent for medical reasons, staff will ask for further information (nature of illness, expected length of absence). If the school has concerns that the illness may not be genuine or warrant the amount of absence accruing, the school may ask to substantiate the illness by asking to see additional evidence (e.g. appointment card, note from a health professional).

Frequent Absence

It is important that any emerging attendance concerns are identified early. In cases where a pupil begins to develop a pattern of absences the school will try to resolve the problem with the parents/carers. If this is unsuccessful the school will refer to the School Nurse (if the problem appears to be a medical one). In other cases the school will discuss the problem with the Lambeth Exclusions, Reintegration, Attendance and Absence service (ERAA).

Persistence Absenteeism (PA) - A pupil becomes a 'persistent absentee' when they miss 15% or more schooling at any time within the school year for whatever reason. Absence at this level is most likely to cause considerable damage to any child's educational prospects and the fullest support and co-operation from parents/carers is required to minimise absence from school.

School Attendance Panel (SAP)

Failure to provide evidence for pupil absence could result in parents/carers being required to attend a SAP which may include the following people:

- Headteacher
- member of the governing body
- health professionals (e.g. school nurse, GP) may be invited if relevant
- Education Welfare Officer

The Lambeth **Attendance Intervention Model (AIM)** is used to keep absence levels to a minimum.

Lambeth Attendance Intervention Model (AIM)

The Attendance Intervention Model (AIM) is designed to be used in School settings to improve the attendance of compulsory school aged children and young people. It is a tool for both Schools and Education Welfare Officers (EWO's) to identify the actions needed when pupils are at risk of reaching Persistent Absence (PA) or who have already reached PA. The AIM is intended to reduce PA following a timeline based upon the fast track prosecution method where evidence is gathered over a maximum of a 6 month period.

The AIM timeline indicates the minimum level of intervention and support required according to the number of sessions absent. At each stage of the AIM process the actions are recorded for their use at a later stage if the case progresses to court for prosecution or to a Vulnerable Pupils Monitoring Group. The AIM provides interventions and actions which are robust, transparent and consistent and allow key stakeholders the ability to track casework and quality assure the process.

In short the AIM delivers a clear process within a strategy to tackle the number of children and young people becoming PA. The AIM is suitable in every school setting and delivers timely, holistic and robust support mechanisms to engage key stakeholders in the process of improving attendance.

AIM - Attendance Intervention Model - All Lambeth Schools April 2011 – March 2012

Time scale	Sessions Absent	School Actions	EWO actions
Term 1	1	Log phone call	
	2	Log phone call	
	3	Log phone call	
	4	Log phone call	
	5	1st School Warning Letter	
	6	Log phone call	
	7	Log phone call	
	8	Log phone call	
	9	Log phone call	
	10	2nd School Warning Letter	
	11	Log phone call	
	12	Log phone call	
	13	Log phone call	
	14	Set up SAP, Complete CAF, Consider PSP/Parenting Contract CAF to be referred to Multi-Agency Team (MAT) Panel for EITS	
	End of term 1 audit	Identify PA pupils using Attendance Audit Form	
Term 2	15 to 23	Send Home Visit Letter 1, log phone calls, Complete Home Visit 1 outcome letter or Home Visit 1 Failed letter	
	24	Send First Court Warning Letter	
	25 to 27	Log phone calls	
	28	Log phone call	
	End of term 2 audit	Identify PA pupils using Attendance Audit Form	
Term 3	29 to 33	Log phone calls	
	34	Send Second Court Warning Letter	
	35 to 39	Send Home Visit Letter 2, record phone calls, Complete Home Visit 2 outcome letter or Home Visit 2 Failed letter	
	40	Log phone call	

	End of term 3 audit	Identify PA pupils using Attendance Audit Form	
Term 4	41 to 43	Log phone calls	
	44 to 48	Send Referral for Court Proceedings Letter to Home LA Courts Officer – CAF and case file to be submitted for Court Panel to be arranged	Court Panel meeting hosted by Home LA
	49	Log phone call	Progress case work
	50 to 51	Log phone calls	Progress case work
	End of term 4 audit	Identify PA pupils using Attendance Audit Form	
Term 5	52	Log phone call	Progress case work
	53 to 58	Log phone calls	Progress case work
	59	Log phone call	Sets date with court if no improvement and unauthorised absence high or referred to Vulnerable Pupils Monitoring Group
	60 to 63	Log phone calls, progress case work, Referred back to Courts Officer	
	64	Log phone call	
	End of term 5 audit	Identify PA pupils using Attendance Audit Form	
Term 6	65+	Attend court to provide witness on as many occasions as necessary	Attends Court to prosecute or referred to Vulnerable Pupils Monitoring Group
	End of term 6 audit	Identify PA pupils using Attendance Audit Form	

		Attendance Audit Form					
		Number of Children Absent					
		End of Term 1	End of Term 2	End of Term 3	End of Term 4	End of Term 5	End of Term 6
Sessions Absent	1 to 14	Pre-Referral					
	15 to 28	PA ↓	Pre-referral				
	29 to 40		PA ↓	Pre-referral			
	41 to 52			PA ↓	Pre-referral		
	53 to 64				PA ↓	Pre-referral	
	64 +					PA ↓	Pre-referral

Pre-referral

- Cases identified as pre-referral will need school intervention providing evidence of telephone records, 2 school warning letters, CAF, SAP and attendance certificate before becoming a referral.

Referral of PA – New Cases

- Cases identified as PA will need continuous monitoring and school intervention providing evidence of telephone records, 2 school warning letters, CAF, SAP and attendance certificate.

Case work progression

- School to consider cases identified as PA at end of term 3 for referral to Court Panel. Submission of an updated CAF and evidence/case file to be referred to the Multi-Agency Panel for EWO to progress the case work in line with the AIM steps.

APPENDIX 3

PUNCTUALITY PROCEDURE

time	event
8.00 – 8.15	Pupils arriving by 8.15 are marked as being on time for the start of the school day
8.16 - 8.20	Pupils and their parents passing through the gate are given a reminder that school starts at 8.15 am
*8.21 – 8.30	Late arrival – names are logged in a book by the Clerical Officer and marked in the register using the code L (later before close of register)
*8.31 onwards	Pupils deemed to be arriving late after the close of register – marked in register using the code U (unauthorised absence)

Dealing with a pattern of lateness

Event	
*Late arrival more than once during one week	Clerical Officer sends Punctuality Reminder Letter 1 home to parent/carer
6 or more late arrivals in one half term	Clerical Officer <ul style="list-style-type: none"> • sends Punctuality Warning Letter home to parent/carer • informs the Headteacher about the event
6 or more late arrivals in a second half term	Clerical officer informs the Headteacher Parent invited to a SAP meeting to discuss concerns and agree an action plan

APPENDIX 4

HOLIDAYS IN TERM TIME PROCEDURE

Holidays must be planned to take place during the school holiday periods. A copy of the holiday dates is available from the office and can be downloaded from the school website www.orchardprimaryschool.com.

School will not authorise absences for shopping, looking after other children, day trips etc. Leave may be granted in a genuine emergency (e.g. bereavement) or for an emergency medical appointment which can only take place in school time.

The Headteacher has the discretion to authorise leave should the absence relate to a sudden unexpected severe incident related to a family member located abroad,

however parents are expected to inform the school as soon as possible (e.g. letter, email or phone call) and provide evidence of the situation on their return.

Parents are reminded that failure to do this will result in the school

- Informing the Education Welfare Officer
- Completing a PENALTY NOTICE REFERRAL FORM and sending it to Lambeth. This will result in the issuing of a Penalty Notice of £60 per child payable to Lambeth within 21 days of issuing. If payment is not received by this time the fine will rise to £120. Failure to settle the fine within the deadlines may result in prosecution where there is the potential of a fine up to £2500.