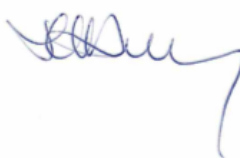


RISE PARK PRIMARY AND NURSERY SCHOOL



Attendance Policy

October 2021

Signed by Chair of Committee	
Print Name	Jeanette Kirkby
Date	October 2021
Date of review	October 2023

Rise Park Primary and Nursery School has adopted the Nottingham City Council common attendance policy, and will adhere strictly to this policy.

Rise Park Primary and Nursery School is committed to raising the educational attainment of pupils who attend the school and giving them the best possible opportunities to access education to enable them to achieve their full potential throughout their lifetime. In order for every child who attends this school to achieve their full potential, they need to attend school regularly, on time and be ready to learn.

Rise Park Primary and Nursery School aims to improve school attendance and punctuality by:

- a) Promoting the value and importance of regular school attendance
- b) Giving/providing consistent information to schools and families
- c) Reducing all forms of unauthorised absence
- d) Responding to 'Requests for service' from schools for intervention with those pupils on-track to 'persistent absentee' (PA) status.

A PA is any pupil that has accrued 10% (38 sessions) absence over the academic year (380 sessions)

It is essential that 'Attendance and Punctuality' is a priority for everyone involved including Parents, children and Governors.

A Good Foundation

It is important that parents understand the importance of attendance and punctuality starting from Foundation through to Primary.

Parents choosing to have their children attend at Foundation Stage are under no legal obligation to do so and therefore the child is not of compulsory school age. However, the engagement in education at this stage in a child's development is crucial. Regular attendance is encouraged from the outset and will create good habits for the future. By the time your child is registered on roll at school (the term following their fifth birthday), you will already be used to coming to school regularly and on time.

If we have concerns with non-attendance at Foundation/Early Years, we will talk to parents/carers when they bring their child to school or by a home visit.

All contact with parents/carers will be logged, and we will work with parents/carers to remove any barriers to their children attending Foundation/Early Years provision.

Addressing concerns around non-attendance at Foundation/Early Years:

- Every attempt will be made to address the concern, initially by trying to discuss with the parent/carer any issues when they either bring the child to school or by any home visit that may be undertaken
- Such intervention will be followed up by telephone contact/letters or all of these. All interventions will be logged within school, confirmed in writing to the parent/carer.

- If the child's attendance fails to improve and no satisfactory reasons have been given for the absences, an appointment will be made with the parent/carer inviting them to meet with the Early Years Manager or Attendance Officer.
- Rise Primary School uses the School Comms and Scopay systems and these will also be used to contact parents, if their child is absent, even if they are not at statutory school age.
- The responsibility for the children attending the provision is solely that of the parent/carer.
- The provision of a place could be at risk if a child does not access it regularly

Authorisation of leave of absence

- Leave of absence will only be authorised for **exceptional circumstances only**. All requests will be considered on an individual basis taking into account the circumstances.
- If a parent/carer believes that their request is due to 'exceptional circumstances' they must put their request in writing stating the reason for requesting a leave of absence, and the dates they would like their child to be absent from School.
- A decision will be made and a letter will be sent out with the School's decision within 5 working days.
- Leave of absence requests can be authorised for the whole period or for part of the period.
- If the leave of absence is not considered 'exceptional circumstances' but is still taken the absence will be recorded as unauthorised and a referral will be made and a penalty notice may be issued by the Education Welfare Service.

Leave of absence requests for taking holidays.

- Rise Park Primary & Nursery School do not consider leave of absence for taking a holiday to be an exceptional circumstance, and holidays requested for the following reasons will not be authorised:
 - Availability of cheap holidays
 - Availability of the desired accommodation
 - Poor weather experienced in school holiday periods; and
 - Overlap with the beginning or end of term
 - Parents/carers not able to get time off during school holidays

Request for leave should be completed prior to taking the leave. These requests will only be considered on an individual basis. Requests will only be agreed if the Head considers there are exceptional circumstance for the request. A request for Education Welfare Service involvement will be completed if a child goes on holiday or leave of absence without permission and there is no exceptional circumstance for the absence. See Appendix 3 for letter to parents.

Medical Appointments

Parents/carers are requested to make routine medical appointments in school holidays or after school. If this is not possible, appointments should be made at the start or near the end of the school day. If an appointment were made for the afternoon, then your child would be expected to attend school in the morning (unless due to the nature of the appointment this is not possible). If

the appointment were made for the morning, then your child would be expected to be returned to school after the appointment.

It is not necessary to have a whole day off school for a routine medical appointment.

Medical appointments will only be authorised upon receipt of a written appointment card or letter, please show this when you come to collect your child. Failure to produce evidence of a medical appointment will result in the absence being marked down as unauthorised.

Missing Children

(Information taken from Missing Child Protocol December 2011)

After 10 days of non-school attendance and after the school has been unable to contact parents, we will refer to the Education Welfare Service, who will work closely with school to try to identify where your child is.

After four weeks of non-attendance and our efforts to find your child have been unsuccessful (ie no longer believed to be living at their address), the child will be classed as missing. The Education Welfare Officer will then refer the child as missing to the CME (Child Missing Education), school will then be advised when or whether the child's name can be removed from the school roll. School will also create a 'lost pupil' record on the national Lost Pupil School to School (s2s) to assist Children Missing in Education Officers to identify and locate children.

Safeguarding Children

Any safeguarding issues regarding a child being taken out of school in circumstances that cause concern will be discussed with the parent/carer if appropriate to do so and may be referred to Children's Social Care.

Unauthorised absence

When a child is absent from school, parents/carers are expected to contact the school office before 9.00am and advise why their child will not be attending school, and how long they expect their child to be absent.

If parents/carers do not inform school of their child's absence a text will be sent out requesting they contact the school office and advise why their child is not in school. If the parent/carer does not respond, a phone call will be made to the contacts we have on our system. A home visit may be carried out to check that your child is safe and well. If school cannot make contact referrals to other agencies may be made to ensure that your child is safe.

If your child has ten unauthorised absences within a ten-week period, a referral will be made to the Education Welfare Officer with a view to them issuing a fine.

Any child that has an attendance of 90% or below is considered persistently absent. If your child is persistently absent, you will be written to and requested to attend a meeting at school with the Attendance Officer and or / Education Welfare Officer to explore and discuss the reason for the high level of absence. From this, an action plan will be devised to enable your child's attendance to improve. School will work with external agencies to provide support to parents to ensure that all barriers to attendance are removed.

Rise Park Primary will work pro-actively with parents to enable all children to be at school every day to ensure that they reach their full potential.

All meetings will be recorded on your child's file, which may be used as evidence if further action is to be taken if your child's attendance does not improve.

If your child's attendance does not improve after this meeting, a referral will be made to the Education Welfare Officer with a view to them issuing a fine.

Appendix 1 Unauthorised Guidance Guidelines

Appendix 2 Absence Traffic Light System

Punctuality

Registration will close at 8.55; any child arriving after this time will be recorded as late. If you have difficulty bringing your child to school on time due to personal circumstances please contact school to discuss, there are a number of ways that school can assist you to get your child to school on time. If your child is persistently late, the Attendance Officer will contact you to discuss why your child is not getting to school on time. If necessary referrals can be made to, other agencies to offer support to ensure your child can get to school on time.

If a child arrives at school after 9.30am when registers are closed they will be recorded as 'U' on the register this is classed as an unauthorised absence and could result in a Penalty Notice being issued.

School finishes at 3.20pm, if your child is attending an after school activity they will finish at 4.20pm, please be prompt when collecting your child, children that are being collected persistently late are a safeguarding concern and as such will be referred through to social care. Any issues with collecting your child on time should be discussed with a member of the Senior Leadership or safeguarding Team. Please refer to the late collection policy for more information.

Penalty Notice

A penalty notice will incur a fine of £60 per parent per child if paid within 21 days, increased to £120 per parent per child if paid after 21 days but within 28 days.

Incentives

At Rise Park Primary & Nursery School, attendance is a priority and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age.

We are working towards a whole school target of 96% attendance for the year, in recognition of the effort it takes to keep attendance at this level, we have launched an incentive scheme to encourage and improve the attendance of our children. At the end of the school year, the children that have attended school 100% of the time will get a reward.

Every Friday in assembly, the attendance percentage of each class is read out, there is also a chart on display with each class's attendance percentage, for all pupils to see. The class with the highest attendance will be awarded the attendance trophy, which will be kept in that class for the following week. The class with the highest overall attendance at the end of term will receive a visit from the Ice cream man.

Rise Park also has the early bird incentive, each week pupils who have arrived on time each day will have their names entered into a weekly draw. The child that has their name picked out will receive a reward.

Appendix 1

Unauthorised Absence Guidelines

Throughout any unauthorised absences, staff may take appropriate measures to establish the whereabouts of a child. The following steps are to act as a checklist of the minimum level of actions taken.

First Day of Unauthorised Absence

- Phone call made and text message sent to parents/carers.
- In addition to this a home visit by the Attendance Officer may be requested to consider:
 - Any children for who there are safeguarding concerns.
 - Any children on the low attendance list.
 - Any instance where the absence seems suspect – i.e. it seems possible/likely that the absence is not illness (e.g. birthdays, possible holidays etc.).
 - Any instance where the absence may have an additional impact on the child, (e.g. child has an exam/is on a trip in the afternoon etc.).
 - Any child where there is a history of unauthorised absences.
- If the Attendance Officer is unavailable, it should be considered whether a visit from other school staff may be necessary.

Third Day of Unauthorised Absence

- Ensure that all contact numbers have been tried.
- Ensure that somebody has visited the property (visit card left if no one is present).
- Email sent to all appropriate staff and Head Teacher reporting that child remains absent.
- Memo given to Class Teacher asking that they report any relevant information to the office.

Seventh Day of Unauthorised Absence

- Re-check that all contact numbers have been tried.
- A second visit to the property to be made (visit card to be left if no one is present).
- Email sent to all appropriate staff and Head Teacher reporting that child remains absent.
- A letter to be sent (copy to be retained), requesting contact from the parents/carers and informing them of imminent referral to Education Welfare and possibility of removing the child (ren) from roll.

Tenth Day of Unauthorised Absence

- Senior Management Team to be informed.
- If the child is of compulsory school age then 'Missing Pupil' referral to be submitted to Education Welfare (copy retained).

Twentieth Day of Unauthorised Absence

- Senior Management Team to determine whether to remove child from roll. If so:
 - Letter issued to parent/carers
 - Education Welfare to be informed
 - Admissions to be informed
 - Child to be removed from roll on SIMS

COVID-19 Attendance

Attendance expectations

At Rise Park the usual rules on attendance will apply, including parents' duty to ensure that their child attends regularly during the coronavirus pandemic, failure to attend will result in sanctions including fixed penalty notices.

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).:

- Pupils who are required to self-isolate as they have symptoms or confirmed coronavirus (COVID-19).
- Pupils who are required to self-isolate because they have been requested to by a medical professional and evidence has been provided to school.
- Pupils who are required by legislation to self-isolate as part of a period of quarantine.
- A Local lockdown.

Working from home

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will send home work packs for children to complete and bring to school on their return. Work will also be set on 'Showbie'

Absence Traffic Light System.

The following information shows how school attendance can affect your child's future progress.

100% Excellent	<i>At 100% you give your child the best chance to succeed and achieve the best grades that they can.</i>
96%-99.9% Good	<i>96%. Less than 8 days absence in a year. Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.</i>
90%-95.9% Cause for concern	<i>90%. 19 days absence over the year. Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best. = 4 Weeks lost in a school academic year</i>
89.9%- 80% Serious cause for concern	<i>85% equates to 29 days absence in a year. These pupils are missing 6 weeks of school a year. It will be very difficult for them to keep up and achieve their best. = 6 Weeks (½ Term) lost in a school academic year Any % below 90% and your child is classed as persistently absent.</i>
<80% Critical	<i>80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice. = 8 Weeks lost in a school academic year</i>

Appendix 3

Dear Parent / Carer

Re: Holiday

I recently wrote to you regarding a period of holiday you had requested during term time and indicated that this would not be authorised. I also indicated that the school will be requesting Education Welfare services in relation to the issue of a Penalty Notice.

The Penalty Notice is applied for through the Education Welfare Office. They will consider the case and, if agreed, the Notice will be issued in due course. Once this is received by yourself at your home address, you will then have 21 days to pay the fine from receipt of it.

The Notice is £60 per child per parent. If unpaid outside the 21 days, the fine increases to £120.00 and you will have to pay this within 28 days. Non-payment of the fine will possibly result in Nottingham City Council taking court action against you.

Once the referral is made, the case is conducted by Education Welfare. If you have any questions, please do not hesitate to contact the school office.

Yours sincerely,

Mrs. Kelly
Head Teacher
Rise Park Primary School

Appendix 4



Rise Park Primary **Extended Leave Request**



To be completed by the Parent / Carer:

I apply for my child to be granted approval for extended leave in term time during the academic year:

Name of Pupil: Class:

Name of other siblings attending Rise Park Primary:

Name of siblings: Class:

Name of siblings: Class:.....

Dates of intended leave: From to

Reason for leave in term time:

.....
.....
.....
.....
.....
.....
.....

Signed(Parent/ Carer) Date

THIS FORM SHOULD BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN 4 WEEKS BEFORE THE PROPOSED EXTENDED LEAVE. PLEASE ALLOW UP TO 5 WORKING DAYS FOR SCHOOL TO CONSIDER YOUR REQUEST.

Please note carefully:

- It is very important that children attend school regularly or their education can be badly disrupted.
- Approval should be sought BEFORE the extended leave is booked as permission may not be granted by the school if the pupils attendance record is poor.

- In accordance with the Education regulations which came into force from September 2013, leave will only be granted if there is exceptional circumstance. Holidays will not be authorised.
- If a pupil is taken out of school for extended leave without the school's approval the parent/carer may be liable for a penalty notice and the pupil could be taken off roll.
- Your child is NOT guaranteed a place back in school on return of the unauthorised extended leave.

Useful Information for Parents

Term – time leave

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there is exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

The regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. Parents must pay £60 if they pay within 21 days or £120 if they pay after 21 days but within 28 days.

For office use only	
Current Year Attendance %%	Previous Year Attendance
Is the attendance above 95%	Yes / No

Is there an exceptional circumstance given

Yes / No

Has extended leave been grant in the last 12 months?

Yes / No

Head Teachers Comments

Leave Approved YES / NO

Signed:

Date:

Head Teacher