



West View Primary School

Attendance and Punctuality Policy

Policy approved by Local Academy Committee: October 2023
Date for Review: October 2024

Statement of Intent

At West View Primary School, we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils, parents and carers.

We take a whole-school approach to securing good attendance and punctuality and recognise the impact that our efforts in other areas - such as the curriculum, behaviour standards and expectations, bullying, SEND support, pastoral support and the effective use of resources such as pupil premium - can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits
- Ensuring equality and fairness for all
- Ensuring this attendance policy is clear and easily understood by all stakeholders
- Intervening early and working with other agencies to ensure high standards of attendance and punctuality as well as ensuring the health and safety of all pupils
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Ensuring parents and carers follow the framework set out in section 7 of the Education Act 1996, which states that *'the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise'*
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Children \(Performances and Activities\) \(England\) Regulations 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Children and Young Persons Act 1963 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Keeping children safe in education: information for all school and college staff \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)
- [Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Providing remote education: non-statutory guidance for schools \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

This policy operates in conjunction with the following school policies:

- Anti-Bullying
- Behaviour
- Children Missing Education (CME)
- Child Protection and Safeguarding
- Complaints
- SEND
- Social, Emotional and Mental Health
- Supporting Pupils with Medical Conditions

Roles and Responsibilities

The Local Academy Committee has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headteacher (Miss Furness) is responsible for:

- The overall strategic approach to attendance in school.
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the role of 'Attendance Champion'.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Ensuring that families are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education.
- Acting as early as possible to address patterns of absence.

The Attendance Champion (Ms Clarke) is responsible for:

- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and their families with regard to attendance.
- Alongside the LA, following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviours.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Accessing professional development in respect of attendance and punctuality.

Pupils are responsible for:

- Attending school and any agreed activities when at school.
- Arriving punctually to school.

Parents and carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance and punctuality of their children at school.
- Promoting good attendance and punctuality with their children.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised absence:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

Unauthorised absence:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.

Persistent absence (PA):

- Missing 10% or more of schooling across the year for any reason.

Attendance Expectations

At West View Primary School, we have high expectations for pupils' attendance and punctuality and ensure that these expectations are communicated regularly to our pupils and their families.

Each child's attendance can be summarised as:

96% - 100%	<p>Attendance levels are good to excellent and effort should be made to maintain these standards.</p> <p>Having excellent attendance will help your child to progress in all areas of school life: evidence shows that pupils with the highest attainment at the end of KS2 and KS4 have higher rates of attendance over the key stage compared to those with the lowest attainment.</p>
90% - 95.9%	<p>Attendance levels are causing concern.</p> <p>Strive to improve this figure. Your child is missing out on opportunities for learning and social development. We will work with you to improve attendance for your child.</p>
Below 90%	<p>Attendance has decreased to an unacceptable level.</p> <p>This is classed as persistent absenteeism. At this point, absence is a serious cause for concern and is significantly disrupting your child's learning. We will work with you and the Local Authority School Attendance Officer to improve your child's attendance. Absence from school without a good reason is an offence and at this point, you will be asked to provide medical evidence to support any absence. Failure to do so will result in the absence being unauthorised.</p>

Pupils are expected to attend school punctually every day they are required to be at school, for the full day.

For children in Pre-Nursery and Nursery, the two sessions are as follows:

Morning: 8.30am - 11.30am Afternoon: 12.15pm - 3.15pm

A register will be taken by the class teacher at the start of each session.

Whilst it is acknowledged that attendance for under 5's is not compulsory, we still undertake daily registration for these children and attendance is monitored in the same way as for those who are of compulsory school age - we have a statutory responsibility to ensure the welfare and safety of all pupils in our school, regardless of age. Therefore, contact will be established to determine any reasons for absence and regular attendance is actively encouraged.

Even for very young children, there are positive benefits to be gained from regular attendance. This includes not only coming to every planned session, but also being there on time. It is important to build good habits from the start.

Benefits of good attendance in Early Years:

- It builds in young children the idea of routine - that getting up and going to Nursery is simply what you do.

- Children who attend every planned session develop a feel for the rhythm of the week and gain a sense of security from some regular elements.
- Young children find it easier to build and sustain a range of social relationships when they regularly attend.
- Children who rarely miss sessions at Nursery and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.
- Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try harder to understand what is going on and what other children are talking about or doing.
- Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in the Nursery. This will aid their transition to full time school in Reception.

For children from Reception to Year 6, the doors open at 8.40am and children should be in their classroom, ready to start lessons by 8.55am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by the class teacher at **8.55am** when the classroom doors close. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark and we will track the number of minutes late that the child has been. This will be monitored by Ms Clarke, the wider Senior Leadership Team and the Local Authority.
- The morning register will officially close at **9.25am**. Pupils will receive a mark of unauthorised absence if they do not attend school before this time.
- The afternoon register will be marked, at the latest, by **1:00pm** for all pupils - due to staggered lunchtimes across school, the register may be completed earlier in some cases.

Pupils and their families will be encouraged to communicate any concerns related to attendance, punctuality and absence as soon as possible to the relevant member of staff.

Absence Procedures

Parents and carers are required to contact the school office via telephone before **8.55am** on the first day of their child's absence - they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent or carer has not contacted school by the close of the morning register to report the absence, Inclusion Team staff will contact the parent/carer by telephone call as soon as is practicable on the first day that they do not attend school.

West View Primary School will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school system.

If we are unable to establish contact with a parent/carer, then a home visit will be undertaken. Where we are still unable to establish contact and determine a reason for the pupil's absence, we may need to request a welfare check be carried out.

As a school, we will not request medical evidence in most circumstances where a pupil is absent due to illness; however, we do reserve the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness and in circumstances where the child's attendance is a cause for concern.

Attendance Register

West View Primary School uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

We will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered - at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When we, as a school, have planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Authorising Parental Absence Requests

Parents and carers will be required to request certain types of absence in advance. The decision to grant or refuse all requests for a leave of absence will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The Headteacher's decision is not subject to appeal.

Leave of Absence

At West View Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents and carers to observe the school holidays as prescribed. School term dates can be found on our website. They are also regularly communicated via letter, text and social media.

We will only grant a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, we will expect parents and carers to contact the Headteacher at least two weeks prior to the proposed start date of the leave of absence. **A leave of absence form should be used for this purpose - see Appendix 1.**

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. **The school is not able to grant leaves of absence for the purposes of family holidays.**

Requests for leave will **not** be granted in the following circumstances:

- During the month of September.
- Immediately before and during advertised assessment periods.
- When a pupil's attendance record shows any unauthorised absence.
- Where a pupil's authorised absence record is already above 10% for any reason- *if attendance is below 90% in the 39 weeks prior to the holiday, then a penalty notice will be issued.*
- When a holiday (of 5 days or more) has been taken (authorised or unauthorised) in the previous 39 weeks.
- If attendance falls below 90% at any point in the year after the holiday is taken (either authorised or unauthorised), the Local Authority could issue a Holiday Advisory Letter or place the child on an attendance monitoring plan.

See Appendix 2.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. As a school, we cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and Healthcare Appointments

Parents and carers will be expected to make medical/dental appointments outside of school hours wherever possible. Where this is not possible, parents and carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents and carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and Activities (including Paid Work)

West View Primary School will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the Local Authority which authorises the absence(s).

The Local Authority must be satisfied when granting a licence, that the pupil's education will not suffer.

Religious Observance

Parents and carers will be expected to request absence for religious observance using the pupil leave of absence form - see **Appendix 1**.

We will only accept requests for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. We will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. We may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller Absence

Where a pupil's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child using the pupil leave of absence form - see **Appendix 1**. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

SEND/Health-Related Absences

West View Primary School recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, West View Primary School will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any Education, Health and Care Plans or Individual Health Care Plans that have been implemented. School staff will secure additional support from external partners to help bolster attendance, where appropriate.

Where there are concerns that a pupil's non-attendance may be related to mental health issues, parents and carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the Local Authority if a pupil is likely to be away from the school for more than 15 school days.
- Provide the Local Authority with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

West View Primary School will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, West View Primary School will consider:

- Holding half termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaires (SDQ).
- Identifying pupils' unmet needs through the Common Assessment Framework (CAF).
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend break and lunchtimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

Lunchtime Leave

Parents and carers may be permitted to take their child away from the school premises during lunch times with permission from the Headteacher - it is at the Headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents and carers will need to submit a written request, outlining the reasons for their child to leave the premises during lunch time. The Headteacher will consider the request and will invite the parent/carer into school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The Headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Parents/carers will be required to meet their child at the school office when taking them off the premises - the pupil will be signed out and back in using the electronic 'Inventory' system at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

The Headteacher reserves the right to withdraw their permission at any time - this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be

given in writing, explaining the reasons for the Headteacher's decision. If permission is withdrawn, parents/carers will not be entitled to appeal the decision.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

If truancy is suspected, the Headteacher is notified and they will contact the parent/carer in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parent/carer of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then we will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

Missing Children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - The library
 - Any outbuildings
 - The outdoor grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents/carers of the pupil will be notified.
- School staff will attempt to contact parents using the emergency contact numbers provided.

- If the parents/carers have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will record the incident on CPOMS, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents, carers and any other agencies will be informed immediately when the pupil has been located.

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the Attendance Champion, supported by the wider SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly attendance review at SLT level.
 - Engaging with Local Authority attendance teams.
 - Using fixed penalty notices.
 - Creating attendance clinics or 'drop-in' sessions for families.

West View Primary School will use attendance data to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

As a school, we will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM/PP.
- Pupils at risk of PA.

This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Champion will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Attendance Champion will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

Working Together to Improve Attendance

As a school, we will:

- Work to cultivate strong, respectful relationships with families to ensure their trust and engagement. Open and honest communication will be maintained about the expectations of school life, attendance and performance so that families understand what to expect and what is expected of them. We will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.
- Ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure that there are additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.
- Ensure that parents and carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education - this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance.
- Regularly inform parents and carers about their child's levels of attendance, absence and punctuality, and will ensure that they are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Attendance Champion, together with the wider Inclusion Team, will work collaboratively with the pupil and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. Staff will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reaching for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Attendance Champion will work with the Headteacher and any other relevant school staff to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Attendance Champion will liaise with any relevant external agencies or authorities, e.g. children's social care or the Local Authority, and will encourage parents to access the support that they may need.

Persistent Absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in Need
- Children in Our Care (Looked After Children)
- Young Carers
- Pupils who are eligible for Free School Meals/Pupil Premium
- Pupils with English as an Additional Language (EAL)
- Pupils with Special Educational Needs or Disabilities (SEND)
- Pupils who have faced bullying and/or discrimination

West View Primary School will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance and any other difficulties they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an Education, Health and Care Plan (EHP) or Individual Health Care Plan (IHCP) may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

West View Primary School will work with the Local Authority and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, we will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. We will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Legal Intervention

West View Primary School will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the Attendance Champion will consider:

- Holding a formal meeting with parents and the school's point of contact in the Local Authority School Attendance Team.
- Working with the Local Authority to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

If the situation cannot be resolved and attendance does not improve, the Local Authority School Attendance Officer has the power to issue sanctions such as prosecutions or penalty notices to parents. [The Education \(Penalty Notices\) \(England\) Regulations 2007 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukreg/2007/1014) set out procedures for issuing penalty notices (fines) to each parent who fails to ensure their child's regular attendance at school.

The Local Authority may issue penalty notices as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school - these require the recipient to

pay a fixed amount. Amendments to 2007 regulations will reduce the timescale for paying a penalty notice. Parents must, from 1st September 2013, pay £60 per parent, per child, within 21 days or £120 within 28 days. This brings attendance penalty notices in line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Where attendance still does not improve following a fixed penalty notice, the school will work with the Local Authority to take forward attendance prosecution as a last resort.

Staff Training

West View Primary School recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Training will cover at least the following:

- The importance of good attendance.
- That absence is almost invariably a result of wider circumstances.
- The legal requirements on schools e.g. the keeping of registers.
- Strategies and procedures for monitoring and improving attendance.
- Procedures for multi-agency working to provide intensive support for pupils who need it.
- The understanding that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

The Headteacher will arrange dedicated and enhanced attendance training to the Attendance Champion and other staff with specific attendance functions in their role - this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Monitoring and Review

The school's attendance target is 96%.

This policy will be reviewed annually by the Headteacher, together with the Attendance Champion and Local Authority School Attendance Officer - as appropriate. The next scheduled review date for this policy is October 2024.

Any changes made to this policy will be communicated to all relevant stakeholders.



Application for pupil leave of absence from school

Headteachers comply with the amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional.

Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed by the parent/carer who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

Please note: Parents/carers do not have any legal entitlement to take their child on holiday during term time.

Full name of child/ren:

Address:

Reason for application:

Proposed dates of absence from school:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren's progress. I will make sure that my child/ren catch up with any work that is required of them.

Name of parent/carer:

Signature:

Date:

Inclusion Team Use Only

Request seen by Head Teacher: Y/N

Agreement reached: Y/N

Current Attendance %:

Outcome:

Date:



Holidays in term time

Headteachers comply with the amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional.

Please note: Parents/carers do not have any legal entitlement to take their child on holiday during term time.

If you are taking your child out of school during term time, please note the points below taken from our attendance policy:

- If your child's attendance is below 90% for the 39 weeks prior to the holiday, then a penalty notice **will be issued.**
- If your child's attendance falls below 90% at any point in the year after the holiday is taken (either authorised or unauthorised), the Local Authority could issue you with a Holiday Advisory Letter or your child could be placed on an attendance monitoring plan. *Please bear this in mind as we cannot foresee when our children may become ill and are unable to attend school.*
- No holidays will be authorised during the month of September.
- No holidays can be authorised a week before or during any advertised assessment weeks.
- No holidays can be authorised when a holiday (of 5 days or more) has been taken (authorised or unauthorised) in the previous 39 weeks.

Any parents/carers stating exceptional circumstance must provide evidence of this before the holiday can be authorised, the factors above will be considered also.

If you have any queries, please contact Ms M. Clarke (Attendance Champion) or Miss L. Furness (Headteacher).

You should refer to our full Attendance and Punctuality Policy which can be found on our school website. You are also able to request a paper copy of this policy from the office should you wish.

Please sign and date below to say you have read and understood the above:

Name of parent/carer:

Signature:

Date: