

**SPRINGWOOD PRIMARY SCHOOL**

**Attendance Policy (Pupils)**

**Headteacher: Mrs. Jacqui Wennington**

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| Headteacher:  | Jacqui Wennington |
| Written / Reviewed by:  | Matt Lawrenson/Aidan Yates |
| Date written: | February 2015 |
| Reviewed: | November 2023 |
| Next Review:  | 09 November 2026 |



1. Introduction

Springwood Primary School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them.

Springwood recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Parental Liaison, Safeguarding, Bullying and Behaviour. This policy also takes into account the Equality Act 2010.

1. Why Regular Attendance Is So Important

Learning: Any absence affects the pattern of a pupil’s schooling and regular absence will seriously affect their learning. Any pupil’s absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring a pupil’s regular attendance at school is the legal responsibility of parents / carers and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: A pupil may be at risk of harm if they do not attend school regularly. Safeguarding and the interests of each pupil is everyone’s responsibility and, within the context of this school, promoting the welfare and life opportunities for each pupil encompasses:-

Attendance

Behaviour Support

Health and Safety

Access to the Curriculum

Anti-bullying

Failure to attend school on a regular basis (unless otherwise agreed) will be regarded as a Safeguarding issue.

1. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that pupils of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

* Present;
* Absent;
* Present at approved educational activity; or
* Unable to attend due to exceptional circumstances

This is a legal requirement for all schools.

1. Understanding Types of Absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Every half-day absence from school has to be classified by the school (not by parents / carers) as either authorised or unauthorised. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil’s absence has been received. This preferably needs to be in writing, although verbal explanations may be accepted where appropriate. Alternative arrangements will be agreed with non-English speaking families.

Categorised Absences - Authorised.

* Illness - In most cases a telephone call, a note or a Weduc notification (Appendix 1) from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an uploaded/hard copy appointment card, prescription, etc.
* Medical / Dental Appointments - Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should upload the appointment card to Weduc. A number of clinics are held in school including dietician, medicals, feeding etc., in order to decrease the necessity for appointments out of school.
* Special Circumstances - This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement, visiting a parent in prison, or part-time timetable agreed as part of a reintegration or transition package.
* Exclusions - Exclusions from attending school is counted as an authorised absence. The pupil’s class teacher will make arrangements for work to be sent home.

Religious Observance

Springwood Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent’s religious body. Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified that only the specific days for religious observance will be authorised. Any further absence will be categorised as unauthorised.

Unauthorised Absences

Unauthorised absences are those which school do not consider reasonable and for which no “leave” has been granted. This type of absence can lead to the school and the Local Authority using sanctions and / or legal proceedings.

* Parents / Carers keeping pupils off school unnecessarily
* Absences which have never been properly explained
* Pupils who arrive at school too late to get a mark
* Shopping or birthdays
* Day Trips
* Family Holidays

Parents / Carers are strongly advised to avoid taking their children on holiday in term time. Parents / Carers do not have an automatic right to remove their child from school during term time and the Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. The 2013 Regulations also state that Headteachers should determine the number of school days a pupil can be away from school if the leave is granted.

All requests for leave of absence must be given in writing or via Weduc and the school will respond to those requests in writing. (Please see Appendices 2 and 3)

If a pupil fails to return and contact with the parents has not been made or received, this will be discussed with the SEN Team and school may take the pupil off the school’s roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the pupil will lose their school place.

Monitoring and Supporting Pupil Attendance at Springwood

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the academic year. Absence at this level, if not appropriately managed, risks causing considerable damage to the pupil’s education.

School will monitor pupil absence thoroughly and the parents / carers of any pupil who has reached the Persistent Absence threshold or is at risk of moving towards it will be contacted by the school in order to discuss the situation.

It is recognised that due to the complex needs of a proportion of the pupils at Springwood there may be increased absences in order to attend hospital and / or hospital appointments, and this will be taken into account when monitoring pupil absence.

Attendance is monitored at Springwood on a daily, weekly and half termly basis, by the school’s Adminstration Team, Family Liaision Officers and Senior Leadership Team.

Daily monitoring protocol:

1. After Registers have been taken by Class Teams, the school’s Administration Team send out a Weduc notification to the parent/carer of absent children asking them to provide a reason for their child’s absence.
2. If after around 15 minutes a response has not been received, the school’s Administration Team will make a telephone call to any families who haven’t made contact (household members only).
3. At approximately 12.30pm the school’s Administration Team repeats steps 1 and 2 if required; additionally, a named non-household contact may be called if appropriate.
4. An email is sent by the school’s Administration Team to SLT with daily absences; in exceptional circumstances (for example, where they may be existing safeguarding concerns), this may trigger further immediate action (including a home visit) by the school’s DSLs.
5. For any pupil on their second day of absence with no contact, this is passed to the Family Liaison Officers and the school’s Senior Leadership Team; in exceptional circumstances (for example, where there may be existing safeguarding concerns), this may trigger further immediate action (including a home visit) by the school’s DSLs and information passed onto the pupil’s Social Worker.

If a child does not arrive due to a Local Authority Transport cancellation, then their attendance is recorded with a Y code on SIMS.

Some children may have a personalised timetable for Attendance, as agreed with the Head Teacher. Any children who have an agreement to start school after Registers have closed must only be given a mark once they have arrived in school.

**Weekly monitoring protocol:**

Once a week, the school’s Administration Team produces a whole school monitoring report (template in Appendix 4).

Following the production of this, The Family Liaison Officers meet with Senior Leaders to discuss absences and the circumstances of individual pupils and their families who have been recently absent or are demonstrating patterns of attendance indicative of Persistent Absenteeism. In particular, the working group may identify specific supportive actions that may include (but are not restricted to):

* Informal Action Planning to increase attendance
* Liaison with other service providers, e.g. Local Authority Transport
* Multi-agency work (this may occur via existing mechanisms such as Early Help (EH), Child In Need (CIN) etc)
* Referrals to other services (e.g. Learning Disability Nurse; medical professionals)
* Welfare calls to check in on pupil and family well-being, particularly where pupils may have been absent for more than one week
* Devising bespoke solutions for support and communication around attendance, for individual families

These pupils are then discussed with the Senior Leadership team via Operational meetings and/or safeguarding meetings where appropriate.

**Termly protocol:**

Once per Half Term, the Senior Leaders with specified responsibility around Pupil Attendance will carry out a specific monitoring protocol. At this point, all pupils with persistent absenteeism during the current and previous academic year are discussed in detail, to determine whether they require:

* An informal discussion with a Family Liasion Officer leading to an informally agreed plan of action; at this point, parents may be supported with the provision of an NHS information leaflet advising them around low level illnesses that do not necessitate time away from school (Appendix 5).
* Continued monitioring due to exceptional circumstances (e.g. current medical condition).
* A written invitation (Appendix 6) to meet with the Family Liaison Officer and/or Deputy/Assistant Head Teacher, in order to discuss attendance and form an agreed, recorded and signed plan of action (Appendix 7). As part of this invitation, an additional information leaflet illustrating the cumulative effects of low level but persistent absenteeism will also be provided in writing (Appendix 8) to families.
* A referral to the Local Authority including, where appropriate, the SEN Team and/or the Education Welfare Officer (EWO).

The process for establishing the appropriate action of this stage is illustrated in the flow chart in Appendix 9.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

* The school is replaced by another school on a School Attendance Order
* The School Attendance order is revoked by the Local Authority
* The pupil has ceased to be of compulsory school age
* Permanent exclusion has occurred and procedures have been completed
* Death of a pupil
* Transfer between schools
* Pupil withdrawn to be educated outside the school system
* Failure to return from an extended holiday after both the school and the Local Authority have tried to locate the pupil
* A medical condition prevents their attendance and return to the school before ending compulsory school-age
* In custody for more than four months (in discussion with the Youth Offending Team)
* 20 days continuous unauthorised absence and both the Local Authority and school have tried to locate the pupil
* Left the school but not known where he / she has gone after both the school and the Local Authority have tried to locate the pupil

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 state that schools will also have to notify the LA in the following circumstances:

* Pupil stops attending school named in school attendance order
* Pupil stops attending one school while registered at two schools
* Pupil has not returned for 10 days after authorised absence, is not believed to be unwell, and neither the school nor the local authority knows where the child is (NB The school and LA will also now be required to work cooperatively in investigating)
* Pupil has been absent from school for 20 days (continuous) without authorisation

Roles and Responsibilities

School and the Governing Board

Springwood Primary School believes that improved attendance can only be achieved if it is viewed as a shared responsibility of the school staff, Governors, parents / carers, pupils and the wider school community.

As such the school will:

* Ensure that the importance and value of good attendance is promoted to pupils and their parents / carers.
* As per school policy, review the school’s Attendance Policy and ensure the required resources are available to fully implement the policy.
* Identify a member of the Governing Board to lead on attendance matters. This is Craig McCabe, also Safeguarding Governor.
* Ensure that the Registration Regulations, England, 2006, 2013 and 2016, and other attendance related legislation is complied with.
* Monitor the school’s attendance and related issues through termly reporting at Governing Board committee meetings.
* Ensure that attendance data is reported to the Local Authority and / or Department of Education as required.
* Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
* Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
* Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
* Contact parents / carers on the first day of absence.
* Form positive relationships with parents / carers.
* Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
* Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
* Ensure that there is a named senior leader to lead on attendance and allocate sufficient time and resource.
* Develop a multi-agency approach to improve attendance and support pupils and their families.
* Document interventions used to a standard required by the Local Authority should legal proceedings be instigated.

Parents Will:

* Contact the school immediately if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible on the child’s return.
* Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists, etc., outside school hours.
* Ask for school to help if their child is experiencing difficulties.
* Inform the school of any change in circumstances that may impact on their child’s attendance.
* Support the school; take every opportunity to get involved in their child’s education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
* Encourage routine at home, for example, bed times, preparing school bag and uniform the evening before.
* Not keep their child off school to go shopping, to help at home or to look after other members of the family.
* Avoid taking their child on holiday during term-time.
* Keep the school informed of any changes to emergency telephone numbers.

Attendance Data and Targets

The school has targets to improve attendance and pupils and their families play an important part in meeting these targets. Pupil’s attendance will be monitored and may be shared with the Local Authority and any other agencies if a pupil’s attendance is a cause for concern.

School recognises that poor attendance may be an indication of difficulties in a pupil’s life. Parents are asked to make school aware of any changes or difficulties in circumstances that may affect their child’s attendance. This will help school identify any additional support that may be required

Whole school attendance is reported to the school’s Governing Board by the Assistant Head each term. This monitoring process analyses individuals and a range of pupil groups (listed below) and tracks their attendance over time. Ongoing monitoring processes (daily, weekly and termly as described) make it possible for early intervention to take place to promote attendance should it fall below 90%.

Identified groups for attendance reporting to Governors include:

* Whole school
* Male
* Female
* Free School Meals
* Looked After Children
* Pupil Premium

Staff involved in School Attendance are:

* Headteacher
* Assistant Headteacher
* Deputy Headteacher
* Family Liasion Officers
* School Admin Team and SIMS Manager
* Allocated Educational Welfare Officer

Please do not hesitate to contact any of the above staff if you have queries regarding attendance.

**Appendix 1 – Illness** **Absence Reporting**



From here you can access different parts of the app. To report an absence

Click on forms

Open the Weduc app.

From the homepage click on your user area. Top right hand corner



Scroll down or use the search bar to find the pupil absence from

From this page you can fill in the details of your child’s absence.

Appendix 2

|  |
| --- |
| School Logo L**LEAVE OF ABSENCE IN TERM TIME****Request Form** |
| Name of Parent / Carer |  |
| Address |  |
| Telephone Number |  |
| Pupil Name |  |
| Reason for request |
| Dates (Inclusive) | From: | To: |



………………………………………………………………………………………….. **This slip will be returned home**

**School Action**

|  |  |  |
| --- | --- | --- |
| Does this reflect the School Policy?  | Yes | No |
| The request has been authorised | Authorised | Unauthorised |
| Criteria |  |
| Signed |  |

Appendix 3 request for Leave of Absence (Weduc)



From the homepage click on your user area. Top right hand corner

From here you can access different parts of the app. To report an absence

Click on forms

 

Open the Weduc app.



Scroll down or use the search bar to find the pupil Leave of Absence

From this page you can apply for a leave of absence for your child.

Appendix 4 Weekly Monitoring Template

**Weekly Attendance briefing week ending**

|  |  |  |
| --- | --- | --- |
| **90% or above attendance since September**  | **Number of pupils**  | **Pupils moving ↑ into this category**  |
|  |  |

|  |
| --- |
| **80% - 89% attendance since September** |
| **Number of pupils** | **Pupils moving into this category (indicate ↑/↓)** | **Action** |
|  |  |  |
| **Pupils already in category with attendance ↓** | **Action** |
|  |  |

|  |
| --- |
| **50% - 79% attendance since September** |
| **Number of pupils** | **Pupils moving into this category (indicate ↑/↓)** | **Reason** | **Action** |
|  |  |  |  |
| **Pupils already in category with attendance ↓** | **Reason** | **Action** |
|  |  |  |

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| --- |
| **49% attendance and below since September** |
| **Number of pupils** | **Pupils moving into this category (indicate ↑/↓)** | **Reason**  | **Action** |
|  |  |  |  |
| **Pupils already in category (indicate ↑/↓)** | **Reason**  | **Action** |
|  |  |  |

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| --- |
| **Non-attenders (Reasons already agreed)** |
| **Number of pupils** | **Pupils moving into this category (indicate ↑/↓)** | **Reason**  | **Welfare arrangements** | **Action** |
|  | ` |  |  |  |
| **Pupils already in category** | **Reason**  | **Welfare arrangements** | **Action** |
|  |  |  |  |

|  |
| --- |
| **Pupils absent all week** |
| **Name** | **code** | **Reason/****comment** | **Current attendance %** | **Arrived Monday?****Y/N** | **Reason/ comment** | **Action**  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Number of pupils affected by transport (daily)** | **Arrived**  | **Did not attend** |
|  |  |  |

|  |  |
| --- | --- |
| **Names of pupils affected by transport (long term)** | **Actions**  |
|  |  |

Appendix 5 NHS information leaflet



**An Unwell Child**

**When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help.**

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| --- | --- |
| Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.Is your child well enough to do the activities of the school day? If not, keep your child at home. Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home. Would you take a day off work if you had this condition? If so, keep your child at home. |  |

**Common conditions**

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. This guidance can help you make that judgement.

**Remember:** if you're concerned about your child’s health, consult a health professional.

**Cough and cold**. - A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.

**Raised temperature**. - If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.

**Rash**. - Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

**Headache**. - A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.

**Vomiting and diarrhoea**. - Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

**Sore throat**. - A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

**Conjunctivitis**. - Children with conjunctivitis need to be kept off school until antibiotic eye ointment has been applied for 24 hours.

**Impetigo**. – Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.

**Tell the school:** - It’s important to inform the school if your child is going to be absent. On the first day of your child's illness, telephone the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last.

If it becomes clear that your child will be away for longer than expected, phone the school as soon as possible to explain this.

Appendix 6 Written Invitation to Attendance Meeting

Springwood Primary School

Barton Road, Swinton, Manchester, M27 5LP

Tel: - 0161 778 0022 Fax: - 0161 728 5767

Website: www.springwoodschool.org.uk E-Mail: springwood@salford.gov.uk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Deputy HeadteacherMiss AnnMarie WalkerB. Ed (Hons) Dip. Ed (Autism) | HeadteacherMrs Jacqui WenningtonB. Ed (Hons) M. Ed (Autism) | Deputy HeadteacherMr Matt LawrensonB. A (Hons) M.A (Education) |  |

[DATE]

Dear Parent/Carer,

**Re : Attendance Information for**

We are very keen to ensure that all children attend school regularly. The Department for Education sets out a 90% threshold for pupil attendance. Pupils whose attendance falls below this expectation become a persistent absentee.

Regular attendance is important for academic progress and plays an important role in the development of social interaction, independence and communication.

We can see that ……………… attendance last year was …………. and is currently ……………..

When dealing with pupil absence, schools are required to have systems in place designed to support and improve attendance. I would therefore ask that you contact me to arrange a mutually convenient meeting to discuss any barriers to your child’s school attendance and any support we can offer.

Yours sincerely

Aidan Yates

**Assistant Headteacher**

Appendix 7 Formal Action Plan



Attendance Action Plan

|  |  |  |
| --- | --- | --- |
| Pupil name: | Attendance last academic year | Attendance this year |
| Date of plan: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Issues causing low attendance | Previous successful attendance | Action plan including people involved | Solution posed |
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| Signed parent: | Signed Senior Leadership Team: | Review date |
|  |  |  |

Appendix 8 Impact of Persistent Absence Information Sheet



Springwood Primary School

Barton Road, Swinton, Manchester, M27 5LP

Tel: - 0161 778 0022 Fax: - 0161 728 5767

Website: www.springwoodschool.org.uk E-Mail: springwood@salford.gov.uk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Deputy HeadteacherMiss AnnMarie WalkerB. Ed (Hons) Dip. Ed (Autism) | HeadteacherMrs Jacqui WenningtonB. Ed (Hons) M. Ed (Autism) | Deputy HeadteacherMr Matt LawrensonB. A (Hons) M.A (Education) |  |

Dear Parent/Carer,

**Attendance Information**

We are very keen to ensure that all children attend school regularly. The Department for Education sets out a 90% threshold for pupil attendance. Pupils whose attendance falls below this expectation become a persistent absentee.

The information below which has been brought about through studies, shows how lateness and absence can have a cumulative effect on annual attendance. When dealing with pupil absence, schools are required to have systems in place designed to support and improve attendance.

Lateness

5 minutes late each day results in 3 days absence over the year.

15 minutes late each day results in 2 weeks absence over the year.

30minutes late each day results in 19 days absence over the year.

To help facilitate the process of accurately recording lateness, registers will close at 9:30 prompt. Pupils arriving after this time will be recorded as being late. However, if a pupil accesses school transport and arrives at school after 9:30 AM due to an unforeseen circumstance experienced by their operator en-route to school then they will not be marked as being late.

Absence

10 days absence equates to 95% attendance.

19 days absence equates to 90% attendance.

29 days absence equates to 85% attendance.

38 days absence equates to 80% attendance.

47 days absence equates to 75% attendance.

Regular attendance is important for pupil progress and plays an important role in the development of social interaction, independence and communication. I thank you for your attention in this matter.

Yours sincerely

Aidan Yates

**Assistant Headteacher**

Appendix 9 Flow Chart for Half Termly Attendance Monitoring

