

3/15/2023

# Hillstone Primary School

## Attendance Policy 2023





Date reviewed: March 2023  
Date of next review: March 2024



## Hillstone Primary School Attendance Policy

At Hillstone Primary School, all staff work collaboratively to encourage every pupil to achieve their very best. Every child will be supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents and children to maximise their learning experience in order that all children reach their full potential. Our policy applies to all children registered at this school. Hillstone Primary School encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality and recognises that ***“parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly” (DfE 1999).***

### **Aims & Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and are clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- In current circumstance (Covid-19) we aim to achieve a minimum of 95% for all pupils, apart from those with chronic health issues. However we will continue to aim to achieve a minimum of 97% for all pupils in the future.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and address barriers.
- Recognise the key role of all staff in promoting good attendance.
- To follow and apply FAST – track to attendance steps, to ensure that poor attendance is avoided and the most suitable support is given to help maintain attendance.

### **Responsibility of Parents/Carers**

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

## **Punctuality**

It is the parent/carers responsibility:

- To ensure that their children arrive to school on time. Both KS1 and KS2 doors open at 8:40am until 8:50am. This is sufficient time for all pupils to get to their classroom.
- To ensure children who are late after 8:50am report to the school office to sign in. Records are kept of the pupils that are late with an L code in the register. Any child that arrives after 9:30am will be marked with a U code, equivalent to an unauthorised absence.

## **Understanding how lateness impacts your child's learning**

Minutes later per day	Missed time
5 minutes	3.4 school days
10 minutes	1.4 school weeks
15 minutes	2.6 school weeks
20 minutes	2.8 school weeks
30 minutes	4 school weeks

- To ensure children are collected promptly at the end of the school day and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this.

## **Absences**

It is the parent/carer's responsibility:

- To notify the school on the first day of absence before 9:30am or as soon as possible. Parents can report an absence by telephoning the school office or the school website via "Report an Absence".
- To provide medical evidence where possible, on the child's return to school.
- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

It is the school's responsibility:

- To send a text message, asking you to call the school with a reason for absence.
- Parents/carers of children for whom we do not know the reason for absence will be contacted after 9:30am.

## **Illness/Medical absences**

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc. The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

## **Absence for Holidays**

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

Holidays taken during term time **will not** be authorised.

### **Absence for Other Reasons**

Absences for reasons such as religious observance (up to 2 days per year) may be authorised by the Head Teacher. These requests must be discussed with the school.

It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance.
- To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

### **Unexplained Absence**

When a child is repeatedly absent and no satisfactory reason is given, the attendance will be closely monitored and parents may be liable for prosecution and/or a fine from the Local Authority.

Regular monitoring is carried out by the Pastoral Manager and Attendance Social Worker. Children, who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Pastoral Manager and will be invited in to an attendance meeting to discuss absences and any appropriate support.

### **Understanding your how your child's attendance impacts missed learning time**

Attendance over whole year	Equals – days absent	Approximately weeks absent	Numbers of lessons missed
95%	9	2	45
90%	19	4	95
85%	29	6	145
80%	38	8	190
75%	48	10	240

### **Role of the Pastoral Manager**

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Pastoral Manager.
- To report accurate whole school and individual attendance data when required.
- To ensure that the attendance gap between pupil premium children and none pupil premium is no greater than 3%.

### **Absence in relation to Covid-19**

- Follow and adhere to any current legislation, in regards to testing and isolating.

### **Children Missing in Education**

This might be:

- A child who is not at their last known address
- has 5 or more days of continuous absence from school without explanation, or:
- has left school suddenly and their destination is unknown.

A home visit may be carried out by the Pastoral Manager. If the absence continues, the family will be referred as a CME case for the Local Authority. Link for form below:

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1325/children\\_missing\\_education](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1325/children_missing_education)

### **Persistent Latecomers**

Children who repeatedly attend school late after 8:50am will be brought to the attention of the Pastoral Manager. Letters will be issued to the parents/carers of these children.

Parents/carers should note that children who arrive late after 9.30am are given a 'U' code, which is the equivalent of an unauthorised absence and this will affect the child's attendance figures. Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time.

### **Holidays**

Holidays in term time will not be authorised and may result in the family receiving a fine. Parents/carers are responsible for completing a holiday request form. School must respond to their request in writing.

### **Role of the School**

- For all staff to encourage good attendance and the benefits of attending school regularly and on time.
- To provide a daily Breakfast Club from 8:00am, Early Birds Breakfast Club from 7.45am (separate booking to Breakfast club)
- To offer incentives for excellent attendance and punctuality with the, weekly assemblies, attendance records displayed outside each class, Hillstone Heart rewards for good attendance, Class Attendance Trophy, sharing attendance on the school website and termly 100% Attendance Certificates.
- Termly attendance letters to be sent out to parents/carers about attendance and punctuality.

