



St. Nicholas
School

Attendance Policy

St Nicholas School is a UNICEF Rights Respecting School and promotes rights respecting values in all its policies



The Governing Body of St Nicholas School formally adopted

This Policy on 5th December 2019

To be reviewed December 2021

Signed _____

Headteacher

Signed _____

Chair of Governors

St Nicholas School Attendance Policy

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Statement of intent

St Nicholas School believes 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.

St Nicholas School is committed to:

- Following the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)

1.2. This policy also has regard to non-statutory DfE guidance, including, but not limited to, the following:

- DfE (2016) 'School attendance'

2. Roles and responsibilities

2.1. The **governing body** has overall responsibility for the implementation of the Attendance and Truancy Policy and procedures of **St Nicholas School**.

2.2. The **governing body** has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

2.3. The **governing body** has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.

2.4. The **headteacher** is responsible for the day-to-day implementation and management of the Primary Attendance and Truancy Policy and procedures of the school.

2.5. Staff, including teachers, support staff and volunteers, are responsible for following the Primary Attendance and Truancy Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.

2.6. Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.

2.7. Parents are expected to take responsibility for the attendance of their child during term-time.

2.8. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.

2.9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

3. Definitions

3.1. For the purpose of this policy, the school defines:

- **"Absence"** as:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
- An **"authorised absence"** as:
 - 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.
- An **“unauthorised absence”** as:
 - Parents 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.
 - Shopping, looking after other children or birthdays.
 - Day trips and holidays in term-time which have not been agreed.
 - Leaving school for no reason during the day.
 - **“Persistent absenteeism”** as:
 - Missing **10 percent** or more of schooling across the year **for any reason**.

4. Training of staff

- 4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils.
- 4.2. Teachers and support staff will receive training on this policy as part of their new starter induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Infection Control

- 5.1. All staff are concerned for the children’s welfare and happiness and everyone plays a part in promoting regular attendance of pupils.
- 5.2. However, children should not attend school if they are unwell. A child should stay at home until fully recovered as any infection may be passed on to other children and staff.

The school refers to guidance from the Health Protection Agency when making decisions about whether a child should be in school for infection control reasons.

6. Absence procedures

- 6.1 If a child is ill the school must be notified on the first morning of absence. The School Administrator will ring the parent on the first day of absence if no call is received. On return to school a note must be sent in explaining the reason for absence.
- 6.2 If no notification is received about a child’s absence, the administrator responsible for attendance will send the parent/carer a written reminder. Failing to notify the school will result in the absence being recorded as ‘unauthorised’.
- 6.3 The school must also be notified if a child is going to be late.
- 6.4 Class Teachers monitor pupil attendance and absence at the beginning of each morning and afternoon session by completing registers. In the morning, school starts at 8.45am and registration closes at 9.00am. Pupils are recorded as ‘late’ after this time.

- 6.5 School closes to pupils at 3.00pm, unless they are attending clubs, and pupils should be collected by this time.
- 6.6 The administrator is responsible for collating 'attendance records' and notifies the Head Teacher and Education Welfare Officer if there is reason for concern. Continuous non attendance may result in the issue of a Fixed Penalty Notice and/or Court action. At the end of the academic year, each child's attendance is analysed and the information is recorded on the annual School Report.
- 6.7 If a pupil's absence drops below 90 percent, the home school liaison officer will be informed, and a parents will be contacted for an initial discussion..

7. Contact information

- 7.1 When a child becomes ill at school, the parent/carer will be contacted and expected to come to school and take the child home as soon as possible. If a parent cannot be contacted, another named emergency contact person will be telephoned.
- 7.2 Parents are responsible for providing accurate and up-to-date contact details.
- 7.3 Parents are responsible for updating the school if the details change.

8. Attendance officer

- 8.1. If they are persistently absent, pupils will be referred to the school's Home School liaison officer who will attempt to resolve the situation by agreement.
- 8.2. If the situation cannot be resolved and attendance does not improve, the Croydon **attendance officer** has the power to issue sanctions such as prosecutions or penalty notices.

9. Lateness

- 9.1 Punctuality is of the utmost importance and lateness will not be tolerated.
- 9.2 The school day starts at 8:45. Pupils should be in their classroom at this time.
- 9.3 Registers are marked by 9:00am. Pupils will receive a late mark if they are not in their classroom by this time.
- 9.4 The register closes at 9:00am. Pupils will receive a mark of absence if they do not attend school before this time.
- 9.5 After lunch, registers are marked by 1:45pm. Pupils will receive a late mark if they are not in their classroom by this time.
- 9.6 Pupils attending after the register closes will receive a mark to show that they are on site, but this will count as a late mark.
- 9.7 Parents must sign their child in if arriving at school after closure of registration, giving a reason for the lateness. Parents must also sign their child out of the building if taken out of school early, again a reason being given.

10. Term-time leave

- 10.1 At St Nicholas School, our aim is to support pupils to develop positive attitudes towards school. With this in mind, we require parents to observe the school holidays as prescribed.
- 10.2 The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.

- 10.3 The headteacher will determine the amount of time a pupil can be away from school. Any leave of absence is at the discretion of the headteacher.
- 10.4 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.
- 10.5 Requests for leave will not be granted in the following circumstances:
- Immediately before and during assessment periods
 - When a pupil's attendance record shows any unauthorised absence
 - Where a pupil's authorised absence record is already above **10 percent** for any reason
 - Previous requests will be taken into account when making such a decision..
- 10.6 If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

11. Missing children

- 11.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.
- 11.2. 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**
 - **Changing rooms**
 - **Any outbuildings**
 - **The school 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 of the pupil will be notified.
 - If the parents have had no contact from the pupil, then the police will be contacted.
 - The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- 11.3. If the missing pupil has an allocated social worker, is a looked after child, or has any special educational needs, then the appropriate personnel will be informed.

- 11.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 11.5. The headteacher will take the appropriate action to ensure the pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- 11.6. Parents and any other agencies will be informed immediately when the pupil has been located.
- 11.7. The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- 11.8. Appropriate disciplinary procedures are followed in accordance with the Primary Behavioural Policy.
- 11.9. A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

12. Religious observances

- 12.1 The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 12.2 Parents are required to inform the school in advance if absences are required for days of religious observance.

13. Appointments

- 13.1 As far as possible, parents should attempt to book medical and dental appointments outside of school hours.
- 13.2 Where this is not possible, a note and appointment card will be sent to the school office.
- 13.3 If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
- 13.4 Pupils will attend school before and after the appointment wherever possible.

14. Young carers

- 14.1 The school understands the difficulties that face young carers.
- 14.2 The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 14.3 The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

15. Monitoring and review

- 15.1. This policy is reviewed every three years by the headteacher; the next scheduled review date for this policy is January 2020.
- 15.2. Any changes made to this policy will be communicated to all members of staff and parents.

Attendance Monitoring Procedures

St Nicholas School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Class teachers report concerns about absence to the headteacher or home school liaison officer
2. Attendance is discussed by the home school liaison officer following register inspections and pupils record their attendance in their planners. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the **attendance officer** contacts the parents to discuss this.
6. The pupil's attendance is monitored for **two weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
7. After the **two-week** monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to **90 percent**.

If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents. If there is no improvement after an additional **four weeks**, a fixed penalty notice may be issued.