



Worple

Primary School

[Worple Primary School Attendance Policy](#)

Agreed with: Head of School – Val Hurn

To be reviewed and updated: September 2022

Introduction

At Worple we are committed to providing a full and efficient education to all pupils which embraces the concept of equal opportunities for all. We are committed to providing an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each year the school will set attendance/absence targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Here at Worple we are dedicated

- To raise standards and ensure every pupil reaches their full educational potential through a high level of school attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous recording system for analysing attendance.
- To ensure all the parents, pupils and staff receive regular communication about the importance of good attendance and punctuality.
- Letting parents know if we have concerns regarding a child's attendance and punctuality
- Children's attendance is monitored on a weekly basis within school and regularly by our Education Welfare Officer. The Local Authority has a process in place which the school and the Education Welfare Officer follow if a child's attendance falls below the expected target of 95%.

Promoting Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them.

Leave of absence in term time:

By law, once your child is registered at Worple, parents are responsible for making sure they attend regularly.

If you have exceptional circumstances which require you to request a leave of absence for your child during term time; parents/carer must apply in advance in writing to the Executive

Head Teacher. If the leave of absence during term time is deemed unauthorised, the Local Authority will be informed which may result in the Local Authority taking legal action, resulting in a Fixed Penalty Notice.

School Procedures

Registers:

The school attendance register is a legal document and will reflect your child's attendance and punctuality during their time at school. All teachers including cover staff must ensure that they take the registers on time and accurately. Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close. The coding for any absences will be in accordance with the guidance provided by the Department for Education. An attendance report will be sent out daily to pastoral manager and the head of school this will log all absent children and reasons for absence which provides continuity and consistency amongst the DSL and DDSL.

The school Administration Team will check absent voicemails daily and as soon as they start work at 8:00am. Reasons for absence will be recorded on Integris and copied over to live attendance spreadsheet.

Lateness:

Morning registration will take place at 9:00 am. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered upon receipt of supporting evidence.

First Day Absence:

Parents /Carer should contact the school by phone before 9:00am if their child is absent.

If no contact has been made by the time the registers close at 9:20am, the administration staff would follow the below procedures to ensure safeguarding measures are being adhered to.

- Primary contact calls to commence at 9:20am - in the following order of priority:
 - Vulnerable Children
 - Year 6 walkers list
 - Poor attendance
 - Medical needs
 - SEN
- Absence register to be completed and sent via email to SLT and Pastoral Manager by 10:00am each morning.
- By 10:00am if contact has still not been made with the primary number, all other numbers and email addresses should be exhausted.
- By second registration (1:30pm) if no contact has been made to identify why the child is absent, this will be recorded as DAY 1 CME.
- The above process is repeated on day 2.
- SLT and Pastoral Manager are to be updated at each stage of the process via email.

Where possible the school will hold more than two emergency contact for each student. KCSIE guidance- September 2018.

Continuing Absence:

It is the parent /carer responsibility to notify the school if their child is still absent, this should take place on each day of absence.

Third Day of Continual Absence:

If no contact has been made with the parent/carers then a contact visit referral (CFAN) will be raised to the London Borough of Hounslow (educational welfare officer) to ensure the appropriate safe guarding measures have been adhered to. This CFAN will be completed by 12:00pm. A copy will also be sent to SLT and Pastoral Manager and saved to child's file and safeguarding drive.

Frequent Absence

Within the school it is the responsibility of the Pastoral Manager to be aware of any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

There is a weekly meeting held between the School administration Team to look at student attendance data and to update the live tracking system, so as to keep all data current and relevant. The school administrator sends a daily attendance report to the Pastoral Manager and head of school in order to keep a clear and consistent vision of each child's attendance.

Parents will be informed of school's concern around their child's increase of absence via phone at the time of absence.

On the third day of each child's absence medical evidence will be requested in order to authorise the continued absence. Failure to provide this evidence will result in an unauthorised absence until the child returns to school. Accepted forms of evidence include:

- Letter, email, text confirmation of doctors/clinician/hospital appointment
- Picture of medication (name of child and date of prescription to be clear)

All medical evidence is to be saved to the Attendance file under the relevant year group.

All attendance below 95% will be recorded as a letter to the parent and a meeting between the Pastoral Manager and the parent may be requested. All attendance record to be deleted at the end of school day.

The live tracking system will support trends in absence to help identify patterns.

Transparent lines of communication between school and parent/carers will be verbalised at all times to ensure clarity ahead of possible further escalations.

Poor punctuality that poses a risk to deteriorating absence data will be explained to parent/carers and a plan of support to help improve the situation will be addressed.

Each child that has been issued an attendance letter, can only miss up to 4 sessions (2 full days) within a 4-week review period, in order to meet their target.

- **Maria Batista – Office Manager**
- **Charmaine Ross – School Administrator**
- **Carlie Pennington – Pastoral Manager - DDSL**

- Val Hurn – Head of School - DSL
- Sara Houmou – Education Welfare Officer
- Marais Leenders – Executive Head of school
- Cordie Wingrove – Chair of Governors

Identified time of absence	Communication Via	Attendance %	Strategy/Target	Named member of staff to action
Day one and two of absence	Call to Primary number. All contacts will be exhausted if no contact is made by 10am		Stay in contact with parent	CR
Day three medical evidence requested	Call to Primary number. All contacts will be exhausted if no contact is made by 10am		Medical evidence to be provided in order to authorise continued absence	CR
Attendance 95% or below	Letter 1 Sent via Parent mail. After 3 days, if no receipt from PM, a hand delivered letter will be issued	95%	4 Week review	MB/CP/CR
Continued increase of absence	Letter 2 Sent via Parent mail. After 3 days, if no receipt from PM, a hand delivered letter will be issued	Not met target	4 Week review	MB/CP/CR
Attendance at 90% or below	Letter 3 Sent via Parent mail. After 3 days, if no receipt from PM, a hand delivered letter will be issued	Below 90% or not met target	Notify EWO	VH/CP
All persistent attendance continuing to fall below 95%	Notice of instruction from the LA	Below 95% or targets not met in Letters 1 and 2	EWO to instruct/Governors to be notified.	ML/VH/CP/SH

Persistent Absence [PA]

All pupils whose attendance level falls below 90% will be have regular contact with the pastoral manager to support their return to full attendance other external professionals may also be required to support a plan of action.

If needed a plan of action will be drawn up which will include engagement with all parties who can support the pupil's attendance. This may include governors, EWO or a CFAN to external services for support.

Any pupil with attendance below 90% over the school year is known as a persistent absentee, whatever the reason for the absences. The DfE has indicated that the level of absence that defines a child as being classed as PA may be reduced in future years.

A Welcome Back

It is important that on return from a persistence absence all pupils are made to feel welcome. The PM will liaise with the class teacher and check in with the child to ensure all is in place for the child to catch up.

Children Missing from Education

'Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school'.

Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Statutory guidance

Worple Primary school will follow the statutory guidance 'Children Missing from Education' September 2016.

School requirements

Worple Primary School will enter pupils on the admissions register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Worple Primary will monitor pupils' attendance through their daily registers as agreed with the local authority, all pupils who fail to attend regularly or have missed ten school days or more without permission will be referred to the education welfare officer.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admissions register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the

school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Pupils at risk of harm/neglect

Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected Worples Primary School will follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care.

Children of Gypsy, Roma and Traveller (GRT) families

Research has shown that many children from these families can become disengaged from education. Worples Primary School will inform the local authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. The school will seek further support if necessary for ensuring minimum disruption to GRT pupils' education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available.

Children of Service Personnel

Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Worples Primary School will contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice when planning, to ensure continuity of education for those children when the family moves.

Missing children and runaways

Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education.

Children and young people supervised by the Youth Justice System

Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local authority Youth Offending Teams (YOTs) are responsible for supervising those young people (aged 8 to 18). YOTs should work with the local authority CME officer to ensure that children are receiving, or return to, appropriate full-time education. Where a young person was registered at a school prior to custody, the school may be able to keep the place open for their return.

Children who cease to attend a school

There are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the local authority should investigate the case and satisfy itself that the child is receiving suitable education. All applications for home schooling will be followed up by the school as per DFE guidance 2021.

Children of new migrant families

Children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child missing education.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence

Unauthorised absent codes will be used to record absences where no acceptable reason has been provided, no supporting evidence has been seen by the Attendance Officer, or the absence is in accordance with the guidance provided by the Department of Education, such as birthdays and holidays.

2. Authorised absence

Appropriate codes will be used to record the absence of pupils who are away from school for a reason that is deemed acceptable under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- ✦ Field trips and educational visits
- ✦ Sporting activities
- ✦ Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where they are dual registered, the school will liaise with the other education provider to check on attendance.

The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence

S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for noncompulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Record preservation:

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Worple has a duty of care to safeguard all children. Our attendance policy works in unison with our safeguarding policy.

Appendices

The Law

The Education Act 1996 Part 1, Section 7 states:

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

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006.

Attendance Targets

The legal requirements are found in:

The Education (School Attendance Targets) (England) Regulations 2007.

Guidance documents on attendance.

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Schools and Local Authorities).

Annex A: Grounds for deleting a pupil from the school admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>

Please see below the attendance letter 1 that will be sent out when attendance falls below 95%

Dear Parent/Carer,

Name of child:

Attendance:

ATTENDANCE LETTER 1

I am writing to you with regards to your child's school attendance. As I am sure you are aware, regular attendance is important so that pupils can maximise their educational opportunities. This is particularly important currently due to the amount of time the children have had away from school due to covid. We note from the school register, your child's attendance covering the period from the start of the academic year, **September 2021** until the present day is below 95%.

The National average for Primary School attendance is 96%. Worplesdon are governed by the local Authority and have a duty of care to inform you of your child's attendance should it fall below this threshold.

We do not expect the children to come into school if they are 'properly' unwell but we would ask that you do think carefully before deciding to keep your child at home.

The school will continue to monitor your child's attendance.

Please do contact the school office should you require support with ensuring that your child maintains good attendance or else you would like to discuss any other matters relating to their absence from school.

Thank you for your support.

Yours faithfully

Val Hurn.
Head of school.

Please see below the attendance letter 2 that will be sent out when attendance falls below 90%.

Letter 2 is received if a child has missed 4 sessions (2 Days) out of 20 days, as the target has not been met from letter 1.

Dear Parent/Carer,

Name of child:

Attendance:

ATTENDANCE LETTER 2

Further to my previous letter dated....., I am writing to express my ongoing concerns regarding’s level of school attendance.

The school is now setting a 4 week attendance target which we will review on.....

If your child is absent due to illness, the legal burden lays with the parent to provide medical evidence, this includes a date stamped appointment card / appointment letter, a label from any prescribed medication for the absence to be authorised or GP/Consultant letters. Absences will remain unauthorised unless medical evidence is provided.

If your child’s attendance does not improve and absences are not authorised you will be invited to a school meeting where a referral to Education Welfare will be made.

Yours faithfully,

Val Hurn
Head of School

Please see below the final attendance letter that will be sent out when attendance continues to fall below 90%

This then becomes the referral stage to the Educational Welfare Officer (external support for school).

Dear Parent/Carer,

Name of child:

Attendance:

FINAL ATTENDANCE LETTER

Further to previous attendance letters 1 and 2 submitted, I again write to express our concerns regarding’s level of school attendance. I would therefore like to invite you to a meeting in school on at.....

This meeting will give us an opportunity to discuss ways that we can support you in improving your child’s attendance and to discuss the referral that has been made to Education Welfare Service.

I would be grateful if you could confirm your attendance, however, if this appointment is not suitable please contact the school office to arrange an alternative time.

Yours faithfully,

Val Hurn
Head of School

Please see below the letter that will be sent out regarding Punctuality. This will be accompanied by attendance letter 1 or 2 depending on the absence data.

Dear Parent/Carer,

Name of child:

Attendance:

I am writing to you about your child's **punctuality**.

As I am sure you are aware, regular attendance and punctuality is important so that pupils can maximise their educational opportunities. This is particularly important currently due to the amount of time the children have had away from school due to COVID.

The National average for Primary School attendance is 96%. Worplesden are governed by the local Authority and have a duty of care to inform you of your child's attendance and therefore punctuality should it fall below this threshold.

We note from the school register; your child's **punctuality** covering the period from the start of the academic year, September 2021 until the present day is below 95%. This means that your child is arriving after the register has been taken on a significant number of days and therefore your child is recorded as absent until they arrive at school and thereafter as a late arrival.

Regularly arriving late to lessons, means that your child is missing any early morning activities, which are planned to settle children quickly into their school day and offer opportunities for practise and consolidation of key skills. I am sure you agree that having a positive start the day is crucial to your child's wellbeing.

Please do make every effort to ensure your child is at school ready to learn on time. Should you need any support with this please contact the school office and our 'pastoral lead' will get in touch.

The school will continue to monitor your child's punctuality.

Thank you for your support.

Yours faithfully

Val Hurn
Head of school