

# Primary Attendance Policy

<b>APPROVING BODY</b>	TRUST EXECUTIVE BOARD
<b>DATE APPROVED</b>	September 2023
<b>VERSION</b>	2
<b>SUPERSEDES VERSION</b>	1
<b>REVIEW DATE</b>	September 2024
<b>FURTHER INFORMATION / GUIDANCE</b>	Working together to improve attendance May 2022 Applies from September 2022

Contents		Page
	Academy Commitment	3
	Aims and objectives	3
	Attendance Legislation	3
	Key Personnel	4
	Reporting of Student Absence	4
	Term-Time Holidays	4
	Students Missing Education	5
	Punctuality	5
	What will we do when attendance is a concern	5

## 1 ACADEMY COMMITMENT

Regular and punctual attendance to school is a legal requirement. For students to reach their full educational achievement a high-level of school attendance is essential. Attendance is a key whole-academy improvement strategy. It has a direct relationship with attainment and progress.

We expect students to attend school every day (190 days per year) so that they can take full advantage of the opportunities available, thereby maximising their chances of success.

## 2 AIMS AND OBJECTIVES

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents or carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the academy through rewarding and target setting.
- To monitor and evaluate attendance protocols on a regular basis.
- To give clear information on expected levels of attendance.

## 3 ATTENDANCE LEGISLATION

*Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.*

*If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.*

*Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in the school year that they reach sixteen.*

*The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a child is absent from the academy and the absence is unauthorised.*

We judge attendance levels using the following criteria:

<b>100%</b>	<b>Outstanding</b> The aim should be for individual pupils to have 100% attendance
<b>98.01% to 99.9%</b>	<b>Excellent</b> (With no unauthorised absence)
<b>95.01% to 98%</b>	<b>Concerns or requires improvement</b> (Acknowledge where attendance is improving)
<b>90.1% to 95%</b>	<b>Serious Cause for Concern</b> (Acknowledge where attendance has improved but is still below the trust expectations. Working together to improve attendance)
<b>90% and under</b>	<b>Persistent absentee</b> (Acknowledge where attendance is close to 90% and improving) Working with parents or carers and external agencies to improve attendance).

## 4 KEY PERSONNEL

<b>Academy Name:</b>	Robert Mellors Primary Academy
<b>Headteacher:</b>	Mrs Emma Essex
<b>SLT Link:</b>	Mrs Emma Essex
<b>Attendance Team:</b>	Mrs Rachael Wragg, Mrs Julie Bridges, Mrs Juliet Clark

## 5 REPORTING OF STUDENT ABSENCE

**All parents or carers should report their child absent on the first day by contacting the academy, before the start of the school day, on: 0115 8408068 or by emailing: [office@robertmellors.org.uk](mailto:office@robertmellors.org.uk)**

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided.

Absences, where no contact has been received from parents or carers will generate a communication from school with potentially a follow up home visit.

All school trips and work-based learning activities need to be recorded on the school management information system. If a student does not attend planned events for any reason, then the teacher responsible needs to notify the attendance team as soon as possible.

### **Medical Appointments:**

Parents/carers are requested to make routine medical appointments outside of academy time where possible. Students will be expected to provide evidence of the medical appointment in order for the absence to be authorised.

## 6 TERM-TIME HOLIDAYS

High attainment is reliant on good attendance. Term-time holidays will have a significant impact on achievement and progress, and therefore, our position is not to authorise any, other than in the most exceptional circumstances. The fundamental principles that we define exceptional are rare, significant, unavoidable, and short. By unavoidable, we mean an event that could not reasonably be scheduled at another time. Amendments to the Education (Pupil Registration) (England) 2006 regulations clarify that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Academies should determine the number of days a student can be away from the academy if the leave is granted. In these circumstances, an application must be made in writing, with appropriate evidence, to the headteacher in advance of booking the intended holiday. The headteacher will then respond with a decision. You may be issued with a fixed penalty notice for a holiday taken during term time, without the headteacher's permission.

## **7 STUDENTS MISSING EDUCATION**

If a student has a continued period of unexplained absence, we will complete a home visit within 10 days. If the matter remains unresolved at this point, we will refer the case to the local authority, children missing education team.

For students who are deemed to be vulnerable we will notify social care if there is a period of unexplained absence and will undertake a home visit by day 5 if the student has not returned to school by this time.

## **8 PUNCTUALITY**

A late gate is operated every day. Should a student arrive late to school, parents need to notify staff at the school the reasons for this. Persistent punctuality issues will result in further intervention. The school bell will sound at the start of the school day, and all students are expected to move to their classroom promptly. Students arriving after the morning bell will receive a late mark.

## **9 WHAT WILL WE DO WHEN ATTENDANCE IS A CONCERN?**

Even when there are legitimate reasons for absences, it is important that school and home work together to improve attendance. When attendance drops below 95% the attendance team will contact parents or carers to alert them that their child's attendance is a cause for concern and to offer support where needed to secure necessary improvements.

If a student's attendance continues to be a concern, and they are at risk of becoming a persistent absentee, the attendance team will contact parents and carers to invite them in to school to discuss an action plan. At this time other agencies may be considered as additional support.

If no improvement is seen it may be necessary to involve the local authority attendance team. Where students are meeting or exceeding any targets set, we will make every effort to recognise and reward improvements in attendance.