



# **Tanners Wood JMI School Attendance Policy**

Adopted by: Governing Body	Reviewed: June 2018	Next Review Date: June 2020
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**At Tanners Wood JMI School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We work in partnership with parents. Letter 1 will be sent out at the beginning of the academic year.**

We recognise that positive behaviour and good attendance are central to raising standards and pupil progress.

Good attendance helps the children in our school community to maximise their learning. This policy aims to support us all to achieve high levels of attendance and punctuality.

Tanners Wood School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality and reduce Persistent Absence in order that all pupils are assisted in reaching their potential.

### **Responsibilities & Expectations**

- The school will provide a safe learning environment and maintain records of attendance according to legislation and guidance on a daily basis.
- Only the headteacher or deputy headteacher can authorise absence.
- The school will provide attendance details on the child's annual report and at parent consultations.
- The school will follow up all instances of poor attendance and punctuality.
- Details of poor attendance/punctuality will be reported to subsequent schools.
- Parents/carers have a legal obligation to ensure their child attends school and do not automatically have the right to take them on holiday during term time. Absences from school affect the whole school community, not just the child concerned.
- Parents/carers are expected to ensure their child attends school regularly, on time, properly dressed and equipped and in a fit condition to learn.
- Parents/carers must inform the school on the **1<sup>st</sup> day** of absence and give a reason for their child's absence. Parents/carers will also maintain **daily** contact with the school until their child returns to school.
- All pupils are expected to attend school regularly and punctually.
- All pupils will be expected to be ready to learn.

### **If a Child is Absent**

The school will:

- Record notification of absence by telephone.
- If notification is not received, telephone parents/carers by 10am on the first day of absence and record the outcome of the call.
- Maintain regular contact with parents/carers throughout the child's absence.
- Keep written notification from parents/carers on file.
- Inform parents/carers in writing if a child's attendance falls below 90%.
- Write to parents/carers requesting a reason for absence if it has not been provided.
- Record any absences as authorised or unauthorised according to current DfE guidelines.

### **Lateness**

- Registers are taken at 8.55am. Any child arriving after 9am will be recorded as late.
- Afternoon sessions begin at 1pm (EYFS/KS1) and 1.15pm (KS2) when the register is taken again. Children returning after home lunch after this time will be recorded as late.

- Registers will close at 9.15 am and 1.20/1.35 pm. Any pupil arriving after the registers have closed will be recorded as unauthorised absence unless there are exceptional circumstances for such late arrival.
- Parents/carers will be expected to sign the children in using the electronic system and give a reason for their child's lateness.
- It is important that children are safe and therefore accounted for at all times during the day. It is because of this, any unexplained absence is monitored very carefully.
- Parents/Carers whose children are regularly late for school will be contacted by a member of school staff who will work with parent(s) to bring about an improvement in punctuality

### **Absence due to Illness**

- Notification must be provided for all absences from school and the school will always follow this up. Absences are authorised by the headteacher only. In most cases, absence is genuine and marked as authorised on the register
- **The school operates a '1<sup>st</sup> day response' policy. This means that if we have not been notified by 9:15am to tell us why a child is not coming to school that day we will contact his/her parents/carers and other named contacts. Where we have concerns a member of staff may visit the family home to make a welfare call.**
- Parents/carers must give specific reasons for absence – being 'ill' is not enough.
- Parents/carers may be asked to provide evidence stating that their child is too ill to attend school.
- Unless parents/carers have been given a particular time of absence through illness by a doctor they are expected to contact the school each day to let us know what is happening. The details of telephone calls are recorded and monitored.
- Registers are monitored on a regular basis by our Attendance Improvement Officer (AIO) to look at patterns of absence, identify individuals or groups absences, attendance of siblings, etc. They may ask to see parents/carers if attendance is not satisfactory.

### **Absence due to Medical Appointments**

- We would request that all medical appointments, if possible, are made after school.
- If a medical appointment is known in advance parents/carers must notify the school in writing. If an emergency appointment is made please phone the school before 9am. We may ask for evidence.
- Notification must be given if a child needs to leave school during the day. Children must be signed out using the electronic system at the office and in again on return.

### **Term Time Holiday**

There have been amendments to The Education (Pupil Registration) (England) Regulations 2006 which came into force on 1<sup>st</sup> September 2013. These remove all reference to family holiday and extended leave therefore:

- Parents may make an application for leave of absence for an exceptional circumstance
- The Headteacher will decide whether this application will be granted
- The Headteacher will decide the number of days granted for any leave of absence
- Leave of absence taken without permission will be unauthorised
- Tanners Wood school will decide what is deemed as an exceptional circumstance
- A child can be removed from the school's registers if they fail to return from a leave of absence where permission has been granted after both school and LA have tried to locate the pupil(s) or if there are 20 days continuous unauthorised absences and both the local authority and school have failed to locate pupil.

### **Monitoring Attendance**

- Registration details are transferred to an electronic database, which is the legal document and complies with GDPR regulations. Please refer to GDPR policy for further details.

- Parents/carers whose children are regularly late for school will be contacted to request an improvement in punctuality.
- The school will follow up persistent lateness, all absences and pupils with low levels of attendance.
- The school will monitor attendance on a daily/weekly basis.
- Each month, registers will be monitored and parents/carers of pupils with less than 90% attendance will be notified.
- Pupils with less than 90% attendance will automatically be discussed with the Attendance Improvement Officer and appropriate action identified and agreed.

### **Records**

- The school will keep accurate attendance records on SIMS for a minimum period of three years.
- The rates of attendance will be reported in the newsletter.
- Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately.
- If there is a longer-term general worry about the attendance of a particular child, this will be reported to the senior leadership team.
- When attendance falls below 90%, parents/carers will be contacted to discuss the issue and letter 2 will be sent out.
- When it falls below 85%, parents/carers will be invited to a meeting and the pupil will be made known to the AIO. Attendance letter 3 will be sent out.

### **Persistent Absenteeism**

A pupil is classed as a 'persistent absentee' when they miss 10% or more schooling across the year for whatever reason. Absence at this level damages any child's educational potential and we will try to work with parents/carers to improve attendance rates quickly. Persistent Absentees are monitored carefully through our pastoral system and this is combined with academic support where absence adversely affects attainment. All persistent absentees are automatically made known to the Attendance Improvement Officer.

### **Integrated Working**

- Tanners Wood School will work with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance

### **Attendance Improvement Officer (AIO)**

- Tanners Wood School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school.
- The headteacher and appropriate staff meet with the AIO for regular meetings to discuss and review attendance.
- Tanners Wood School and the AIO work with identified individual pupils and their parents to improve poor attendance.
- When the attendance does not improve sufficiently and after discussion with the AIO, the school may apply for a Fixed Penalty Notice to be issued, invite you to a meeting to offer support or may make a formal referral to the Local Authority.

### **Rewards for Good Attendance**

- **Individually; certificates for all children with attendance of 100%.**
- **Weekly class attendance award, publicised in the newsletter.**

### **Exceptional Circumstances**

- The school will actively seek to work with parents/carers where there is a genuine difficulty with attendance.
- Support strategies will be put in place for individual pupils where appropriate.
- When a child has an illness that means he/she will be away from school for over five days, the school will do all it can to send work home, so that they can keep up with their school work.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the home education support service, so that arrangements can be made for the child to be given some tuition outside school.

### **FIXED PENALTY NOTICES**

- Letter 4 will be issued as a warning at this stage, letter 5 acts as notification for a breach of the regulations. A penalty notice will be issued with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for at least 21 sessions (one session is half day either am or pm) in the previous and/or current term. **Penalty notices will involve a parent paying a fine of £60 if paid within 21 days, or £120 if paid within 28 days.**
- Failure to pay the fine within 28 days will result in either a prosecution for the offence to which the notice applies, or withdrawal of the notice (limited circumstances apply). Prosecution will be taken by the Local Authority under the Education Act 1996, section 444.
- The issuing of penalty notices will comply with the code of conduct and practice as determined by the Local Authority

### **Staff Responsible for Attendance Matters**

- Headteacher
- Administrators with responsibility for attendance
- Family Support Worker
- All class teachers
- Governing Body

### **Monitoring & Review**

- It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- This policy will be reviewed by the governing body every two years or earlier if deemed necessary.

## **TANNERS WOOD JMI SCHOOL**

### **Procedure for Issuing Penalty Notices**

- 1 Letter 1 sent to all parents at beginning of new academic year.
- 2 Letter 2 sent by Headteacher to parents explaining attendance concerns below 90%, acknowledgement slips to be sent back by parents.
- 2 No improvement seen, letter 3 issued. Meeting held in school with parents, HT/Attendance Improvement Officer. Record of meeting sent to parents.
- 3 Attendance monitored - If further absences, Letter 4 warning letter sent from Headteacher after 6 half-days of unauthorised absence.
- 4 Attendance monitored – If further absences Letter 5 breach letter sent from Headteacher after 21 half-days of unauthorised absence.
- 5 Attendance monitored for further 10 days – After one further unauthorised absence Penalty Notice application form completed, checked and signed by Headteacher and passed to AIO.
- 6 Penalty Notice application received by Local Authority, Team Manager reviews and issues Penalty Notice – £60 if paid within 21 days, £120 if paid within 28 days.

NB: If Penalty Notice not paid, then prosecution under Section 444 (1) may be initiated by Local Authority.

## Letter 1



# Tanners Wood JMI School

ESTABLISHED 1952

**Head Teacher: Mrs P Qureshi**

Dear Parents

At Tanners Wood School we are committed to the achievement of all our pupils. We want to ensure that every pupil enjoys coming to school and we will support them to fulfil their potential. Regular attendance and punctuality is vital if this is to happen.

We recognise that there are times when your child may be absent from school because of genuine ill health and for these reasons we will authorise the absence and we will want to work with you to make sure your child's absence is not detrimental to their progress. If your child's level of attendance deteriorates we will contact you and work with you to support and improve their attendance.

However, there may be occasions when the reasons provided by you for your child's absence are not acceptable and we make a decision not to authorise your child's absence.

One of the measures available to us at Tanners Wood School to address and reduce unauthorised absence is the use of Penalty Notices. A Penalty Notice may be applied for if a pupil has more than 21 sessions of unauthorised absence in the current or previous term. In such cases, we will send a warning letter to you and allow you 10 days to improve the situation. We will then follow this first warning with a formal notification, explaining that a Penalty Notice may be issued.

A Penalty Notice is a fine of £60 if paid within 21 days of the notice being issued or £120 if paid after the 21 days but within 28 days of the notice being issued. If the notice is not paid after 28 days then you are liable to be prosecuted. Whenever we issue a Penalty Notice we will always do so in accordance with the guidelines laid down by Hertfordshire County Council. A copy is available for parents on request.

At Tanners Wood we also recognise the importance of punctuality. It can be very unsettling for a child if they are late to school. We therefore expect all parents to ensure they arrive at school by 8.50am. The registers close at 9.00am and pupils arriving after this time will be marked as late (L code). Pupils arriving after 9.15am will be marked as late after the registers close (U code). **Parents** are required to give specific reasons for lateness upon arrival.

I hope that this letter explains our position regarding the importance of every pupil's attendance and punctuality but if you wish to discuss this further please do not hesitate to contact me at the school.

Yours sincerely,

Mrs P Qureshi  
Head Teacher

**Letter 2**



**Tanners Wood JMI School**

ESTABLISHED 1952

**Head Teacher: Mrs P Qureshi**

RE: Attendance Concerns

Parents of

As part of our attendance monitoring procedures we have noticed that your child's attendance is X% which means that they are at risk of being classed as a persistent absentee. You will be aware your child has missed a significant number of lessons and we are concerned about the impact this is having on progress and achievement. You will find enclosed a copy of your child's attendance certificate.

Please return the slip on the bottom of this page to confirm receipt of this letter. We look forward to seeing an improvement in attendance this half term. If an improvement is not seen, we will be contacting you further to arrange a meeting to discuss how we can work together to support your child.

We would like to work with you to improve your child's attendance. If you would like to discuss this with our Family Support Worker then please make an appointment with the school office.

Mrs Qureshi  
Head Teacher

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Name of child:

Class:

I confirm that I have read and noted the concerns about my child's attendance outlined in this letter.

I understand that if there is not a marked improvement in my child's attendance this half term, I will be required to attend a meeting with the school.

Signed: \_\_\_\_\_ (parent/person with parental responsibility)

**Letter 3**



**Tanners Wood JMI School**

ESTABLISHED 1952

**Head Teacher: Mrs P Qureshi**

Dear

**Re: X**

Your child's attendance currently stands at .... %. This is an unacceptable level of attendance. As X's parent(s), I must remind you that it is your legal responsibility to ensure they attend school regularly and punctually.

We are unwilling to authorise any further absences for your child without medical confirmation that they are unfit to attend school. It is your responsibility to provide this and for any costs incurred in doing so. This will enable the school to authorise the absences. Without this, the absences will remain unauthorised and the school may request the Local Authority to issue a Penalty Notice. The attached sheet explains Penalty Notices.

We would like to invite you into school to meet with the Local Authority Attendance Improvement Officer and myself on ..... at ..... The aim of this meeting will be to devise a plan to support your child to resume regular attendance at school.

Please return the slip on the bottom of this page to confirm receipt of this letter. We look forward to seeing an improvement in attendance this half term. If an improvement is not seen, we will be contacting you further to arrange a meeting to discuss how we can work together to support your child.

Mrs Qureshi  
Head Teacher

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Name of child:

Class:

I confirm that I have read and noted the concerns about my child's attendance outlined in this letter.

I understand that if there is not a marked improvement in my child's attendance this half term, I will be required to attend a meeting with the school.

Signed: \_\_\_\_\_ (parent/person with parental responsibility)

**Letter: 4**



**Tanners Wood JMI School**

ESTABLISHED 1952

**Head Teacher: Mrs P Qureshi**

Date:

Dear

(Child's name). Registered pupil at Tanners Wood School.

This is a formal warning that you are in breach of the above regulations. According to our records, your child has unauthorised absence of 21 sessions or more in the current term and this empowers the Local Authority to issue a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable for prosecution for this offence.

Unless your child attends regularly a penalty notice will be issued within 10 days of the date of this letter. You will not receive another warning before the fine is imposed.

If you wish to discuss the matter further, please contact me urgently.

Yours sincerely

Mrs P Qureshi  
Head Teacher

**Letter 5**



**Tanners Wood JMI School**

ESTABLISHED 1952

**Head Teacher: Mrs P Qureshi**

Date:

Dear

**(Name of pupil). Registered pupil at Tanners Wood School.**

This is a formal warning that you are at risk of being in breach of the above regulations. Your child has been absent from school and the absence has not been authorised. If the number of unauthorised absence sessions reaches 21 or more in the current and/or previous term the Local Education Authority may issue you with a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable for prosecution for this offence.

If you wish to discuss the matter further please contact me urgently.

Yours sincerely

Mrs P Qureshi  
Headteacher

## Pupil Attendance Plan



Pupil name:

Year group:

Term pupil identified as having persistent absence:

Attendance percentage:

Plan completed on:

by:

Role:

Present:

<b>The parent/pupil's perspective</b> Reasons the parent/pupil is giving for absence:	
<b>Specific patterns of absence</b>	
Analysis of attendance data for previous 12 months (attach printout where possible):	Main reasons for absence by code:
Are the same half days/days missed every week?	
Other trends:	
Possible issues preventing attendance – for example health problems, family situation, problems with staff/other pupils, life outside school more interesting, educational history, attendance history, current school concerns additional to attendance:	

Support in school/outside agencies support already in place:

Pupil attitude/approach to learning/specific needs/difficulties with work:

Considered solutions discussed and agreed with pupil/parent to improve attendance – for example, help to catch up with missed work, support from staff in school, parental engagement, sanctions/rewards, referral to counsellor, referral to outside agency, CAF considered, GP referral:

Attendance Target Set:

<b>Actions:</b>	
<b>Date</b>	<b>Comments</b>



# Tanners Wood JMI School

ESTABLISHED 1952

Head Teacher: Mrs P Qureshi

## TANNERS WOOD SCHOOL – MEETING RECORD

Child

Date of Birth

Present:

Issued Discussed

Actions

Date: \_\_\_\_\_ Signed \_\_\_\_\_