



## **Pauntley C of E Primary School**

### **Attendance Policy**

#### **School Mission Statement Stepping out boldly with God**

*'Jesus said, follow me.'* Matthew 9.9

Pauntley is an inclusive and caring school of choice. We are child-focussed, with core values to enable us all to follow Jesus's example and so flourish and contribute to the local community and the world God loves.

### **Safeguarding- Child Protection**

Pauntley Church of England Primary School takes its duty for safeguarding our pupils very seriously. We comply with all government and local authority policies in this respect. We have a designated Governor (Samantha Pennicard) with responsibility for child protection. Kay Selwyn is the Designated Safeguarding Lead (DSL) and in her absence is Tony Lerner, Executive Head Teacher, all staff and visitors report any concerns to them.

Please refer to our Safeguarding Policy for further details.

### **Information for Parents**

"Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'.  
School Attendance: Statutory guidance and departmental advice,' DFE Aug 2013

As a school we aim to:

- Maintain an attendance rate 100%
- Maintain parents' and pupils' awareness of the importance of regular attendance and punctuality.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendance helps make better progress, both socially and academically
- Regular attendance makes school routines and school work easier to cope with
- Regular attendance helps to make a more positive transfer to secondary school

Positive Attendance at Pauntley:

- At Pauntley we encourage every child to attend school every day.

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and indicating when the child may return. Absences can also be emailed to: [admin@pauntley.gloucs.sch.uk](mailto:admin@pauntley.gloucs.sch.uk)
- Absences should be reported before 9:30am
- Ringing every subsequent day that your child will be off school.

- Arranging dental and doctor's appointments out of school hours or during school breaks
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness
- Keeping the school updated of any changes of address or telephone number

We shall:

- Make a call by 10:00 to establish absence on the first day if no reason is received
- Follow up unexplained absences by phone calls and letters as soon as possible requesting reasons for absence
- Remind parents of the importance of regular attendance and punctuality in newsletters
- Publish your child's attendance rate on her/his school report
- Let you know if we have concerns regarding your child's attendance
- If we continue to have concerns we will make a referral to the Local Authority

## Authorised Absence

Some absences are allowed by law and are known as "authorised absences". Our definition is when a child:

- Is absent with the prior permission of the school
- Is too unwell to attend school or is attending a medical or dental appointment
- Is away for a day set aside by their parent's religion for religious observance
- Has suffered a close family bereavement
- Has been excluded
- Is of Traveller parents is travelling in connection with their work.

## Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences".

Examples of unauthorised absence are:

- Waiting for a delivery
- Parents or other siblings illness
- Going shopping or for a hair cut
- Going for a family day out
- Because it is your child's birthday
- Sleeping in after a late night
- Unauthorised absence to take cheaper holidays
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

## Punctuality

- Morning registration is 9:00am. This is the time your child must be in the line in the playground so you need to ensure your child is coming through the school entrance by 8.55am.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected.
- Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- We will let you know if we have concerns about your child's punctuality.
- Children who remain uncollected at the end of the school day will be referred to a place of safety, parents or carers being contacted as soon as possible.

## Lates

Where the register shows 10 separate late during registration marks over a 10 week period school will write to the parents. Where the register shows 10 separate late after registration marks over a 10 week period the school will consider issuing a warning or a fixed penalty notice.

Any concerns about attendance or punctuality will be referred to the Pastoral Leader and Head who will, if necessary, contact parents/carers to try to resolve any issues. If these issues cannot be resolved and there is unauthorised absence the matter will be dealt with by conveying a 'Attendance Improvement Meeting (AIM)'. If absence persists then we will consult the Local Authority and will proceed to authorising a penalty notice and or possible prosecution.

### **The Law**

The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- The Local Authorities must ensure that parents fulfil their legal obligations regarding their children's education;
- Schools must allow the LA to inspect their registers;
- Schools must report to the LA on children's absences that are not authorised. Gloucestershire's Penalty Notice Code of Practice allows schools to notify the LA of any child having more than 5 days (10 sessions) of unauthorised absence in a 10 week period particularly when this absence is on account of:
  - Lateness after registration;
  - Term time holidays without permission;
  - Avoidable absence e.g. visiting relatives, birthday treats, tiredness after a late night etc.

In these instances the LA will consider issuing a fixed penalty notice of £60 per child, per parent/carer.

Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

### **Leavers**

If your child is leaving the school other than at the end of Year 6 to go to secondary school, parents are asked to:

- Give the school full information about their plans including date of move, new address or at least the town you will be moving to, new school and start date when known, and reasons for moving.

We will ring the new school to confirm that your child has started on the known date.

### **Children Missing Education**

When pupils leave and you have not given us the above information, and you cannot be contacted, the school then have a duty to safeguarding and must contact the Local Authority; after 10 days absenteeism your child is then considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Social Services, the Police and other agencies, to try to track and locate your child. By giving us the above information, unnecessary investigations can be avoided.

Annual Target 2020-2021 100%

### **Attendance Policy Annex 1:**

**The school has a phased response to non-attendance in school as outlined below:**

- Attendance will be monitored at least half termly (for persistent absentees this will be more regular)
- First day absence parents expected to contact office by 9:30am / Failure to do so will mean contact from school to ensure a reason is recorded and children are safe.
- Parents to call each day subsequent in any continuous absence.
- Teachers to liaise with parents after 3 day's absence to ask if work is needed/additional support
- Attendance review to highlight patterns in non-attendance – Teachers to address informally with parents in the first instance.

**Children whose attendance drops below 95% (annual) – Record to be analysed in detail (account taken of medical needs/illness/other circumstances) and action to be taken as below:**

- Parents to be contacted by class teacher to ask if support is needed

Attendance monitored - If no improvement:

- Head teacher to send reminder letter regarding the importance of non-attendance

Attendance monitored - If no improvement:

- Headteacher to request a face-to-face AIM (Attendance Improvement Meeting) – Targets set
- Early Help offered if necessary

Attendance monitored - If no improvement:

- Seek additional advice from LA regarding penalty notice