



## **Leftwich Community Primary School Attendance Policy 2019**

### **Rationale**

This Policy outlines the underlying philosophy, purpose, nature, organisation and management of pupil attendance at Leftwich Community Primary School.

### **Aims**

- To reduce persistent absence in line with the national average
- To improve attendance to be in line with or above the national expectation of 96%
- To ensure there is a whole school, graduated response to improving punctuality and attendance
- To identify groups of pupils and individuals whose absence causes concern
- To identify pupils persistently absent from school
- To track pupils' attendance and monitor and evaluate progress
- To identify main causes of absence and take action to address them

### **Legal Responsibilities Relating to School Attendance**

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

From 1<sup>st</sup> September 2013 the new law by the DfE does not give any entitlement to allow parents to take their child on holiday during term time. A request for holidays in term time is not believed, by current government, to be an 'exceptional circumstance'. Please refer to [www.dfe.gov.uk](http://www.dfe.gov.uk).

### **Parental Responsibilities Relating to School Attendance**

Parents must:

- Contact school on each day of absence to provide a reason for non-attendance before 9.00am
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance

### **School Responsibilities Relating to School Attendance**

The Clerical Officer and the Bursar are the schools attendance administrators. As the attendance administrators, they will ensure:

- Registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006
- A whole school approach to reinforce good attendance, teaching and learning to encourage all pupils to attend and achieve
- Individuals or group attendance targets are set and understood by staff, parents and pupils

### **Registration**

The doors to the school will be closed at 8.55am. Any children arriving after 8.55am must come through the reception area and sign into the system. Any child arriving after 9.00am but before 9.30am will get a late mark in the register. Any child arriving after 9.30am will get an unauthorised late mark in the register. Parents should ensure pupils are in school for 9.00am for morning registration and 1.00pm for afternoon registration.

Parents of child(ren) persistently arriving after 9.30am will be invited in to school to discuss the lateness and seek a resolution. Where school action fails to bring about an improvement, the matter will be discussed with Education Welfare Service and consideration given to issuing a Penalty Notice. Please see Appendix A for protocol.

### **Categorisation of Authorised and Unauthorised Absence**

The parent must provide an explanation for any period of absence from school, it is the responsibility of the Head Teacher to decide whether or not the absence will be authorised.

School will usually authorise absences where a pupil is:

- Unable to attend school due to illness. This will be coded 'I'.
- Requires emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays. This will be coded 'M'.
- Absent due to 'special' circumstances. This will be coded as a 'C' code and an example of this may be to attend a funeral of a close family member, to visit a close family member who is seriously ill or there has been a death or significant trauma in the family.
- Leave of absence for a holiday will be authorised for children whose parents are in the Armed Forces and are either going or returning from tour including breaks of leave during tours. This will be coded 'H'.

School will not authorise absence for:

- Shopping
- Birthdays
- Days out
- Looking after brothers/sisters
- Or holidays

If the holiday in term time is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'G' (family holiday not agreed), this will mean that the absence has been recorded on the school attendance register as unauthorised.

Where a pupil is taken out of school for the purpose of a holiday in term time without the prior permission of the school, the parent/carer (both parents), in accordance with section 444 of the Education Act 1996, may be issued with a Fixed Penalty Notice, currently £60 per child where the amount is paid within 21 days or £120 where the amount is paid within 28 days. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrates Court.

School may request medical verification where a pupil's attendance falls below 90%.

### **School Systems for Promoting Regular Attendance**

School will:

- Contact parents on each day of a pupil's absence, where no notification has been received from the parent/carer by 9.30 am to ensure the safety of the pupil.
- Analyse individual attendance pupil data to identify patterns of absence causing concern.
- Contact parents by letter when pupils' attendance falls below 96% to highlight concerns.
- Invite parents to discuss attendance when a pupil's attendance is below 90%.

School will promptly make 'reasonable enquiries' as set out in the DfE Statutory CME Guidance (Sept 2016) to contact the parent/carer. Following 10 days of non-school attendance or after we have completed all reasonable checks as set out in the DE Statutory CME Guidance September 2016, i.e. attempts to contact parents/carers, emergency contact etc, we will refer to the Education Welfare Service (EWS) using the Missing Child Referral form (CME2).

The following are examples of the support which school can offer to increase a pupil's attendance:

- Use Individual Attendance Support Plans for pupils with attendance difficulties.
- Use Parenting Contracts where exclusion or behavioural issues are affecting a pupil's attendance in school.
- In partnership with LA use a full range of strategies, including legal interventions, to support improvement to attendance.
- Provide appropriate support to pupils to ensure successful reintegration following long term absence.
- Complete a TAF where complex and significant factors requiring a multi-agency response is identified.
- Work proactively to engage with parents and carers to resolve any difficulties which may be affecting school attendance, through parents' evenings, pupil reviews and home-school agreements.
- Make parents aware of the impact of poor attendance on attainment.
- Support provided from our Family Support Worker.

## **Persons responsible for attendance in Leftwich Community Primary School**

- Head Teachers (Mrs C Harrison = Attendance Lead)
- Deputy Head teacher (Mrs L Guy)
- Admin Officer and Bursar - First day contact link

## **Review of Policy**

- This policy will be formally reviewed every 3 years, sooner if necessary
- The principles of this policy will be raised in the school newsletter regularly throughout the year
- Any complaints arising from the implementation of this policy should be addressed to the Head Teachers in the first instance

**In place from: March 2019**

**Agreed by Governors on 8<sup>th</sup> March :**

**Review Date: March 2022**

## **Appendix A How attendance at Leftwich Community Primary will be monitored**

1. Attendance will be checked weekly and any unauthorised absences will receive a 'Reason for Absence' form (Appendix 1).
2. Attendance will be checked on the last Friday of every month by the Administration Officer. All children below 96% will be monitored.
  - Letter 1 (Appendix 2) will be sent out to all children showing less than 96% attendance.
  - Letter 2 (Appendix 3) will be sent out to all children showing less than 90% attendance.
3. Any child who continues to be off school without sufficient medical evidence parents will be asked to meet with our Family Support Worker via text or phone call in the first instance and then by letter. A meeting will be arranged with the FSW and parent to discuss attendance and support will be provided by the FSW. This will be recorded in a Parental Contract (Appendix 4a and b and Appendix 5), signed by the parent, FSW and Head teacher.
4. If the Parental Contract fails to increase attendance in a specified time then an Attendance Panel will be arranged between the parent and the Head teacher. This meeting will be minuted and wishes and feelings of the child will be shared. The child, if appropriate, will be invited as will a Governor from the school (Appendix 6a-e).
5. If your child's attendance does not improve after a Parental Contract and support from the Attendance Panel then a Fixed Penalty Notice or Education Supervision Order will be considered. The following will be considered before an ESO is implemented:

There are a number of principles, which the Children Act 1989 require the Court to consider before making an Order.

- Ascertainable wishes of the child
- Physical, emotional and educational needs
- The likely event on the child of any changes in their circumstances
- Any harm which the child has suffered or is at risk of suffering
- How capable the parents are of meeting the child's needs
- Age, sex, background and any characteristics of the child which the Court consider relevant
- The range of powers available to the Court under the Act in proceedings in question

### **Late children**

Parents of children who are persistently late will be sent a letter explaining that the Education Welfare Officer will monitor their child's attendance and punctuality. Parents will be made aware of how much learning time their children are missing.

**Appendix 1**



Leftwich Community Primary School  
Old Hall Road  
Northwich  
Cheshire  
CW9 8DH  
Tel: 01606 288193

Head teachers: Mrs C Harrison and Mrs L Guy  
E-mail: [head@leftwichprimary.cheshire.sch.uk](mailto:head@leftwichprimary.cheshire.sch.uk)

Date:

Name of child:

Class:

Please give a reason for the absence listed below; if no reason is given within 5 days of the date of this letter then your child's absence will be unauthorised.

Dates of Absence		Reason for Absence
From	To	

Signed (parent/carer) :

Date:

This means that your child has missed the equivalent of \_\_\_\_\_ minutes of learning time this week and could impact on their progress.

If lateness continues to be an issue the Education Welfare Officer may become involved.

Please do not hesitate to contact the school if you wish to discuss this any further.

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## Appendix 2



Leftwich Community Primary School  
Old Hall Road  
Northwich  
Cheshire  
CW9 8DH  
Tel: 01606 288193

Head teachers: Mrs C Harrison and Mrs L Guy  
E-mail: [head@leftwichprimary.cheshire.sch.uk](mailto:head@leftwichprimary.cheshire.sch.uk)

Date:

Dear Parent/Carer

Child's name:

Class:

I am writing concerning your child's attendance at school. As you can see from the enclosed registration Certificate, currently their attendance stands at \_\_\_% and the expectation is that pupils should maintain at least 96% attendance.

Good attendance is vital if pupils are to achieve their full potential. If they are not in school, they are not learning. One half day a week off school for a full year adds up to 19 days which is almost four school weeks.

Whilst I appreciate that there may be genuine medical reasons for your child's absences, patterns of absence are queried by the Attendance Officer in school at our regular meetings and we may request medical evidence if your child's attendance does not improve.

I will continue to monitor your child's attendance for improvement. Please do not hesitate to contact me should you wish to discuss this further.

Kind regards

Mrs C Harrison and Mrs L Guy  
Head teachers

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## Appendix 3



Leftwich Community Primary School  
Old Hall Road  
Northwich  
Cheshire  
CW9 8DH  
Tel: 01606 288193

Head teachers: Mrs C Harrison and Mrs L Guy  
E-mail: [head@leftwichprimary.cheshire.sch.uk](mailto:head@leftwichprimary.cheshire.sch.uk)

Date:

Dear Parent/Carer

Child's name:

Class:

I am writing to you concerning your child's attendance at school. As you can see from the enclosed Registration Certificate, their attendance currently stands at \_\_\_% and the expectation is that pupils should maintain at least 96% attendance.

I am aware that there may be medical reasons for non-attendance and I am sensitive to this, but I would like to work together with you to ensure your child's attendance increases over the remainder of the year.

Good attendance at school is vital if pupils are to achieve their full potential and make consistently good progress. Attendance has been noted by myself as part of our reviews and I have requested that any future absences must be accompanied by a medical certificate (see examples below), or they will be classed as unauthorised and could result in a referral to the Education Welfare Service or you being served with a Fixed Penalty Notice.

Acceptable proof of illness:

- A note from the doctor's receptionist (a stamped, named and dated appointment card)
- Medication prescribed by the doctor (not from over the counter at a Pharmacy)
- A copy of the prescription to cover the illness dates

I will continue to closely monitor your child's attendance and expect to see an immediate improvement.

Kind regards

Mrs C Harrison and Mrs L Guy  
Head teachers

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**Appendix 4b  
PARENTING CONTRACT AGREEMENT**

**The following has been agreed between** the name of school **and the parent Mr/s** name of parent/parents

**(a) The School, ....., has agreed to:**

- Make sure that a member of staff contacts parents immediately if name of pupil is not at school when the register is taken;
- Be available after school if there is anything parents wish to discuss in person;
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**(b) The parent, name of parent, has agreed to:**

- Let school know if there are any problems that might affect attendance;
- Contact school if is to be absent that day;
- Keep their mobile phone in working order and switched on;
- Inform school of a change in mobile phone number;
- 
- 
- 

**Is the child, Name of child, of an appropriate age to comply with any expectations set in this contract?**

- If yes then parents agree to support the child in achieving the expectations set out on the accompanying appendix.

**TARGET:**  
Over the next 2 / 4 / 6 weeks / half-term (whichever is most appropriate)

**REVIEW DATE:**

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The School will meet again on the above date to discuss how things are progressing and whether or not to make any changes to the contract.

NB: A meeting can be requested, at any time, by any of the people concerned to discuss the agreement.

An earlier review should be arranged if further difficulties or problems arise, or if it becomes clear that the target set above will not be met in the given timeframe. Consideration should then be given to the drawing up of a new agreement or the implementation of additional strategies e.g. TAF process, referral to iART, legal process etc.

**FURTHER REVIEW DATES:**

This contract will run from ..... until ..... and the attendance will be monitored for a period of six months after this date.

We will next meet on (date) .....at (time) ..... at  
(location).....

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**CONTRACT AGREEMENT**

**We agree to work together to meet the agreements set out in this parenting contract to help** name of pupil **attend school regularly and punctually and to behave well for the period of this contract date to (date).....**

**Signed:**

	<b>Signature</b>	<b>Date</b>
<b>Parent(s)</b>		
<b>School</b>		

**USEFUL CONTACT NUMBERS AND ADDRESSES:**

<b>School Office</b>		
<b>Teacher/Headteacher</b>		
<b>Other Services</b>		
<b>(e.g. School Nurse)</b>		
<b>(e.g. Social Workers)</b>		
<b>(e.g. Children's Centre)</b>		
<b>Parenting Advice</b>	<a href="http://www.parentscentre.gov.uk">www.parentscentre.gov.uk</a>	
	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>	0808 800 222

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## Appendix 6

### PUPIL'S AGREEMENT

NB: This appendix is only to be used where the pupil is of an appropriate age to comply with any expectations set out in this contract

**(c) The pupil, (name of pupil), has agreed to:**

- Let a teacher/member of school staff know if there are any problems that might affect attendance/behaviour;

• .

**I agree to work with school and my parent(s) to meet the agreements set out in this parenting contract to help me attend school regularly and punctually and to behave well for the period of this contract (date) to (date).**

**Signed:**

	Signature	Date
Pupil		

## Appendix 6a



Leftwich Community Primary School  
Old Hall Road  
Northwich  
Cheshire  
CW9 8DH  
Tel: 01606 288193

Head teachers: Mrs C Harrison and Mrs L Guy  
E-mail: [head@leftwichprimary.cheshire.sch.uk](mailto:head@leftwichprimary.cheshire.sch.uk)

### **ATTENDANCE PANEL INVITE LETTER**

Dear

Re: Name of Pupil and Date of Birth

I am writing to you concerning .....’s attendance at school, which stands at.....%.

As parents/carers we would like to invite you to meet with the **Attendance Panel** at school/other on.....at..... where we hope to be able to discuss any concerns or issues affecting your son/daughter’s attendance. The meeting will last approximately 15 minutes.

We look forward to your co-operation in this matter and if you have any questions please do not hesitate to contact the school on.....

Yours sincerely

Mrs C Harrison and Mrs L Guy  
Headteachers

**Appendix 6b****ATTENDANCE PANEL ACTION PLAN (1)**

Attendance Panel Held on	
Name of Pupil	
Name of Parent/Carer (1)	
Address	
Attended	Yes / No
Name of Parent/Carer (2)	
Address	
Attended	Yes / No
Time of Appointment	

**Comments**

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**Agreed Action**

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% at Panel	% at 1 <sup>st</sup> Review	% at 2 <sup>nd</sup> Review	% at 3 <sup>rd</sup> Review

**Appendix 6c**





Leftwich Community Primary School  
Old Hall Road,  
Northwich,  
Cheshire,  
CW9 8DH  
Tel: 01606 288193

Head teachers: Mrs C Harrison and Mrs L  
Guy  
E-mail:  
[head@leftwichprimary.cheshire.sch.uk](mailto:head@leftwichprimary.cheshire.sch.uk)

**FAILED TO ATTEND PANEL**

Dear

Re: Name of Pupil and Date of Birth

Unfortunately you did not attend the Panel Meeting  
on..... at..... to  
discuss.....'s attendance.

Please find enclosed a copy of the Action Plan agreed in your absence.

.....'s attendance is a concern and must improve over the  
coming weeks or the school may consider requesting a Fixed Penalty Notice.

If you wish to discuss this matter further please contact school  
on.....

Yours sincerely

Mrs C Harrison and Mrs L Guy  
Headteachers

Enc

**Appendix 6d**



Leftwich Community Primary School  
Old Hall Road,  
Northwich,  
Cheshire,  
CW9 8DH  
Tel: 01606 288193

Head teacher: Mrs C Harrison and Mrs L Guy  
Email: [head@leftwichprimary.cheshire.sch.uk](mailto:head@leftwichprimary.cheshire.sch.uk)

**ATTENDED PANEL**

Dear

Re: Name of Pupil and Date of Birth

Thank you for meeting with the Panel on ..... to  
discuss.....'s attendance.

Please find enclosed a copy of the Action Plan which we hope will encourage  
and support..... The Action Plan will be reviewed in school  
over the coming weeks.

If you wish to discuss the Plan or have any questions please do not hesitate  
to contact school on.....

Yours sincerely

Mrs C Harrison and Mrs L Guy  
Headteachers

Enc



**INFORMATION PROVIDED BY SCHOOL**

**Response:**

**INFORMATION PROVIDED BY HEALTH AGENCIES**

**Response:**

**INFORMATION PROVIDED BY OTHER AGENCIES**

**Response:**

**INFORMATION PROVIDED BY PARENT/CARER**

**Response:**

**INFORMATION PROVIDED BY CHILD**

**Response:**

**SUMMARY**

**ACTION AGREED**

**REVIEW DATE AND TIME: .....**