



# Attendance and Punctuality Policy

## Introduction

The Rainbow Multi-Academy Education Trust (REMAT) recognises the clear link between the attendance and achievement of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within our schools in order to support learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment for them to reach their full potential.

To gain the greatest benefit from their education, it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. ***As a school, we define regular attendance as 97% or above.***

The Rainbow Multi-Academy Education Trust strongly believes that teachers, parents, carers, pupils and all members of our school communities have an important contribution in improving attendance and punctuality, ensuring pupils attend to achieve. This policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

This policy refers to new guidance from September 2022 [Working together to improve school attendance](#)

## 2.0 Aims

- To maximise the overall percentage of pupil attendance and punctuality at school
- Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- Provide support advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Maintain a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

## 2.1 Promoting Regular Attendance throughout the Rainbow Multi-Academy Education Trust:

This is a shared responsibility throughout all members of staff, parent/carers and pupils. To help us all focus on this, all schools within the Rainbow Multi Academy Education Trust will ensure:

- Appropriate interventions are in place to improve punctuality.
- An appropriate curriculum is provided and will be reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes in house and external multi-agency provision where appropriate.
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.

- Good attendance and punctuality is rewarded through regular incentives.
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

### **3.0 Attendance Expectations and Absence Procedures**

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

(Please see Appendix 1)

#### **3.1 Expectations of Parent/Carer**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

As a result, parents and carers should:

- Ensure your child arrives for school on time.
- Telephone school if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
- Contact school preferably by 8.30am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to this to ensure your child is appropriately safeguarded.
- Contact the Headteacher if the reason for absence is of a sensitive nature.
- **In case of emergency** we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided).
- Requests for leave of absence for exceptional circumstances must be in writing to the Headteacher/Head of School. These requests can only be authorised by the Headteacher/Head of School. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school include general holidays, weddings, shopping, concerts and birthdays. Absence Forms can be requested from the school reception.

#### **3.2 If a pupil is absent we will**

- Telephone and text the parent/carer on the first day of absence if we have not heard from them by 9.00 am.
- If no response is received and the absence is unauthorised, if applicable, two members of school staff will conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet the Attendance Officer and Headteacher/Head of school.
- If absences persist, the Attendance Officer will discuss actions with the Education Welfare Officer.

#### **3.3 Attendance Rewards**

- Celebration in assemblies
- Awards, certificates and badges
- Phone calls and texts home
- Incentives such as raffles, prizes and experiences

#### **4.0 Understanding Types of Absence**

Every school has to record any absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by calling the school on the first day of absence and in writing on the pupil's return.

## **4.1 Authorised Absence**

Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Headteacher/Head of School, not parents who make the decision to authorise absence from school.

## **4.2 Unauthorised Absence**

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Absences which have not been explained.
- Pupils who arrive at school too late to get their mark.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018, schools can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents/carers where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 schools days. If the child has any unauthorised absence during this time the school will refer the case to the local authority requesting a Penalty Notice be issued.

## **4.3 Persistent Absence**

- Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects schools to intervene well before pupils reach a level of persistent absence.
- Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.
- Parents/carers are asked to contact the Attendance Officer in the first instance.

## **5.0 Why Regular Attendance is Very Important:**

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well.

- 90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

## **6.0 The Education Welfare Officer (EWO)**

- The Education Welfare Officer – provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.
- The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists the EWO will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

## **7.0 Leave of Absence in Term Time**

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

## **8.0 Lateness**

Poor punctuality is not acceptable as we strongly believe that promoting good punctuality from an early age develops a life skill that all pupils will need to help them succeed in secondary school and throughout their working lives. If a pupil misses the start of the day they miss the vital teacher input which equips them with the knowledge and understanding they need to succeed in the challenge they have been set. In addition to this, any pupils arriving late can cause disruption to the lesson, negatively impacting their peers. Furthermore, arriving late into a lesson can often make the child feel uncomfortable and cause embarrassment for the pupil, this in turn can encourage additional absence.

### **8.1 How We Manage Lateness**

The school day starts at 8.45am, and the class teacher takes the registers immediately after that. Pupils will receive a late mark if they are not in their class by this time. School recommends that pupils arrive by 8.40 am so that they are present as the doors are opened.

Alternatively pupils can access Breakfast Club from 7.45 am. This provides them with an opportunity to have a healthy breakfast, whilst socialising with their peers and will ensure good punctuality.

Late arrival to school following the close of registers (after 9.30 am) is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

If a parent/carer has any problem getting their child to attend school on time, they should contact the Attendance Officer, who will offer support to resolve the problem.

## **9.0 People Responsible for Attendance Matters Within all REMAT Schools**

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

The person responsible for attendance at Heygreen Primary School is Mr Adam Kewn

Contact details: 0151 733 1719 or [heygreenoffice@remat.org.uk](mailto:heygreenoffice@remat.org.uk)

## **10.0 Removal from Roll**

From the 1st September 2016, changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

**As a Multi Academy Trust we are now required to:**

- Inform the LA in **every** circumstance when deleting a pupil's name from the admission register.
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the Attendance Officer / School Office comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## Appendix 1

# Attendance and Punctuality Roles and Responsibilities Guidance

### Whole School Approach

When	Actions Expected
DAILY / ONGOING	<ul style="list-style-type: none"> <li>• Arrive on school site by 8.45 am</li> <li>• Be in class on time for registration at 8.50 am</li> </ul>
	<ul style="list-style-type: none"> <li>• Registers are completed on Arbor each day on time</li> <li>• Ensure attendance has a high profile in class</li> <li>• Discuss absence with pupils returning to school</li> <li>• Welcoming long-term absentees back into the class</li> <li>• Raise any attendance concerns with the Attendance Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensuring staff have completed AM/PM registers</li> <li>• Ensuring input of accurate attendance marks in the register via Arbor</li> <li>• Identify pupils who are absent from school without reason (by 9.15 am)</li> <li>• Share any attendance concerns or information with SLT and Attendance Officer through the Attendance Slack channel</li> <li>• Ensure all Late arriving pupils are spoken to and their attendance is entered on to Arbor</li> <li>• First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned.</li> <li>• Supporting staff with registration queries, support the interventions of the class teachers.</li> <li>• Logging attendance of all pupils going out /in school for medical, dental or visits</li> <li>• Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems.</li> <li>• Daily Late process, log and send actions for relevant staff.</li> <li>• Daily Attendance/ PA report shared with senior leaders where vulnerable pupils are involved.</li> </ul>
	<ul style="list-style-type: none"> <li>• Safeguarding home visits prioritised as required.</li> <li>• Referrals to EWO for specific cases</li> <li>• Focused casework interventions with persistent absent pupils and families. • Phone call contact with parent/carers</li> <li>• Organise meetings with parents / carers to share concerns</li> <li>• Share and celebrate successes</li> <li>• Organise rewards and incentives</li> <li>• Home visits for pupils where no contact has been achieved</li> <li>• Instigation of legal proceedings</li> <li>• Tracking of actions and interventions and feedback to pastoral staff.</li> </ul>
	<ul style="list-style-type: none"> <li>• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. Liaison with Attendance Officer, EWO, Teachers, Pastoral staff and Curriculum Leaders regarding supporting work with identified pupils</li> <li>• Attend formal meetings with parents</li> </ul>

When	Actions Expected
WEEKLY	<ul style="list-style-type: none"> <li>• Ensure all members of the class know the school attendance target</li> <li>• Ensure that each class is aware of their current attendance for the current and last week</li> <li>• Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>• Informing Attendance Officer/ SLT of pupil patterns of absence.</li> <li>• Discuss punctuality issues with identified pupils and parent/carers</li> <li>• Assist with pupils rewards</li> </ul>
	<ul style="list-style-type: none"> <li>• Curriculum leaders to log gaps in learning due to absences</li> <li>• Curriculum leaders share with class teachers / Attendance Officers if repeated absences are hindering progress in their subject.</li> <li>• Organise help for pupils to catch up on missed work due to prolonged absence</li> </ul>
	<ul style="list-style-type: none"> <li>• Monitoring and Tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>• Liaison with EWO, Pastoral Coordinators and Curriculum Leaders regarding support work with identified Pupils</li> <li>• Update information on attendance boards</li> </ul>

When	Actions Expected
HALF TERMLY	<ul style="list-style-type: none"> <li>• Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>• Use attendance data to identify and take action to improve the attendance of vulnerable pupils</li> <li>• Ensure that all teaching staff maintain an awareness on attendance in planning and pedagogy</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that attendance features in all parents evenings</li> <li>• Monitor and track attendance/PA Action Plans</li> <li>• Liaise with Attendance Officer to share information and agree joint actions and identify other pupils causing concern</li> </ul>

TERMLY	<ul style="list-style-type: none"> <li>• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision</li> <li>• Ensure that attendance is given a high profile as a key area of school improvement plan and provide support and guidance to SLT, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and that systems are operating effectively.</li> </ul>
	<ul style="list-style-type: none"> <li>• School Attendance Reviews alongside the EWO</li> <li>• Report to SLT on attendance matters</li> <li>• Termly Data analysis</li> <li>• Ensure that attendance maintains a high profile as a key driver of the school improvement plan through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors</li> <li>• Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance</li> </ul>

### 9.0 Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		<ul style="list-style-type: none"> <li>● Rewards and Praise</li> <li>● Termly certificates</li> </ul>	Attendance Officer Class Teacher Pastoral Staff Senior Leader
99% - 97% Attendance is Good		<ul style="list-style-type: none"> <li>● Rewards and Encouragement</li> </ul>	Class Teacher Pastoral Staff Senior Leader
96% - 90% Attendance is a Concern		<ul style="list-style-type: none"> <li>● Talk to pupils &amp; contact parent/carers 5 minute meetings</li> <li>● Return to school discussions</li> <li>● 'Safe and well' safeguarding visits</li> <li>● Early intervention EWO</li> <li>● Persistent absence warning letters</li> </ul>	Attendance Officer Class Teacher Pastoral Staff Senior Leader EWO
Below 90% Attendance is a Serious Concern		<ul style="list-style-type: none"> <li>● Regular next action planning meetings</li> <li>● Safe and well safeguarding visits</li> <li>● Action Plans</li> <li>● Legal intervention</li> </ul>	Attendance Officer Senior Leaders Headteacher Pastoral staff Governors EWO