

# Attendance policy

## Campton Lower School



Approved by:	
Signed:	
Date approved:	February 2020
Next review due by:	February 2021

School attendance is subject to various education legislation and this school attendance policy is written to reflect both legislative requirements and the guidance produced by the Department for Education and Central Bedfordshire Council. This attendance policy is also consistent with the following school policies:

- admissions
- behaviour
- child protection

### 1. **Rationale/statement of intent**

For a child to achieve their full educational potential a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. The minimum acceptable attendance target at Campton Lower School is 98%. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good school attendance.

#### **Good attendance is important because:**

- statistics show a direct link between educational achievement and absence levels
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to maintain
- regular attenders find learning more satisfying
- regular attenders find transition points easier to manage

### 2. **Promoting good attendance**

The foundation for good attendance is a strong partnership between the school, parent/s and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- provide information on all matters related to attendance in our newsletter and on our website
- report to you half termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- reward good or improving attendance through class competitions and certificates
- set attendance targets for the whole school and individual pupils and ensure that these are well publicised

### 3. **Roles and responsibilities**

#### **Responsibilities of the school's attendance leader**

The Head teacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. She will ensure that attendance issues are identified at an early stage and that

support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the reasons for their child's absence and will encourage them to keep these to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Head teacher.

### **Responsibilities of classroom staff**

- Ensure that all students are registered accurately.
- Promote and reward good attendance with pupils at all appropriate opportunities.
- Liaise with the attendance lead on matters of absence and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

### **Governors**

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
- Adopt an Attendance Policy and review it annually
- Agree targets for attendance at School
- Ensure that they receive reports from the Head teacher regarding school attendance as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance target, or when the Governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively
- Authorise the Head teacher (or other designated person) to consider and make decisions regarding leave of absence requests.
- Work with the Head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

### **Responsibilities of pupils**

- Attend every day unless they are ill or have an unavoidable reason for absence.
- Arrive at school on time and fully equipped for lessons.
- Get to registration and lessons on time.

### **Responsibilities of parents/carers**

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).

Parents will:

- inform the school on the first day of absence
- discuss with the class teacher any planned absences well in advance
- support the school with their child in aiming for 100% attendance each year

- make sure that any absence is clearly accounted for by telephone or Parentmail message on the first and subsequent days of absence, or by letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.

#### 4. **Recording attendance**

Legally the register must be taken twice daily. Once at the beginning of the school day (9.00am) and again in the afternoon (1.00pm).

#### 5. **Lateness/punctuality**

It is important to be on time at the start of the morning and afternoon sessions and also to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 9.00am and all **pupils are expected to be in school at this time.** Morning registration is at 9.00am and it closes at 9.10am.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary. All lates to be recorded as *L* beyond 10 minutes after the register closes i.e. 9.10-9.20am.
- Arrival after 9.20am will be marked as an unauthorised absence and coded *U* in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M*. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.
- Punctuality at school is vital and registers should not be kept open for an extended period of time.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated absent lates (U code) are unauthorised absences and **maybe be subject to legal action.** Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12 week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.

#### 6. **What to do if my child is absent**

##### **First day of absence**

A child not arriving at school where the parents haven't informed the school is considered a **safeguarding** matter. This is why information about the reason for any absence is always required. If your child is absent you must:

- contact us as soon as possible on the first day of absence
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us

If your child is absent we will:

- telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance

- invite you in to discuss the situation with our Head teacher and/or pastoral leaders and Assistant Head teacher if absences persist
- refer the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations

If your child is not going to be in school please inform us as early as possible by **calling the School Office on 01462 813359 or by messaging us via ParentMail.**

*(If ParentMail is used there is no requirement to confirm the absence in writing upon the child's return).*

**NB: All absences must be reported, whether by telephone or ParentMail, by 9.30am.**

If we have not heard from you by 9.30am we will:

- send a message to you via ParentMail
- start to call all the contact numbers that you have provided in order to gain an explanation for the absence
- contact other local schools, if we are aware the child has a sibling at that school
- contact the JITG Welfare officer, if applicable
- contact Social Workers, where appropriate
- make a home visit, or in the case of Service Families, contact the Welfare Officer and ask them to make a home visit

If we still haven't been able to get a response then we will report the absence to the police as your child will then be classed as a 'missing child'.

This procedure is to ensure that we know where your child is and that you are all safe.

### **Third day absence**

If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the *child missing in education* procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

### **Ten days absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.

### **Continued or ongoing absence**

If your child misses 39 or more sessions of absence across the school year, for whatever reason, they are defined as a *persistent absentee*. Absence for whatever reason disadvantages a child, by creating gaps in his or her learning. Research shows that these gaps at whatever level affects attainment. We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

## **7. Request for leave of absence**

Amendments to school attendance regulations were updated in September 2013:

The Education (Pupil Registration) (England) Regulations state that Head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. It is important to note that Head teachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining **exceptional** are **rare, significant, or unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.

There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to send a letter in to school, addressed to the Headteacher, in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence in 12 school weeks), parents/carers may be issued with a penalty notice or other legal action in accordance with the code (see Section 6 for detail). Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

**For national guidance refer to *School attendance*, 2016, located at:**  
[.gov.uk/government/publications/school-attendance](https://www.gov.uk/government/publications/school-attendance)

#### 8. **Understanding types of absence**

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an unavoidable reason for the absence. There are two main categories of absences:

- **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
- **unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

Unauthorised absences are likely to include: parents allowing their child/ren permission to be off school unnecessarily, such as for

- shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

#### 9. **Legal Measures for failing to ensure regular school attendance (including penalty notices)**

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age.

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have,*  
*either by regular attendance at school or otherwise*

**10. Legal measures for tackling persistent absence or lateness**

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

**11. Penalty Notices**

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.

Penalty Notices can be issued when:

- a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a parenting contract meeting

Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence, via the school's newsletter, through the leave of absence request form, or through the school's attendance policy and website.

If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and co-ordination.

**12. Legal Action taken under Section 444 (1) and (1a) Education Act 1996**

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

**13. My child is trying to avoid coming to school. What should I do?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend then it is better not to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may also make things worse. Contact your child's class teacher immediately and openly discuss your worries.

Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

**14. What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

**15. Leavers**

If your child is leaving our school (other than when transferring to middle school) parents are asked to:

- Give the Head teacher 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 education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

**16. Absence through child participation in public performances, including theatre, film or television work and modelling**

A parent can seek leave of absence from a school for their child to take part in a performance. They must however contact the Head teacher to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Head teacher's discretion as to whether to authorise this. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

**17. Absence through competing at regional, county or national level for sport**

Parents can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Head teacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Head teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

The regulations related to children participating in public performances are separate to those around authorising leave of absence. Head teachers can authorise this absence. For further advice and guidance on Child Employment and Performance Licenses contact Central Bedfordshire Council on 0300 300 4953

**18. Gypsy, Roma, Traveller and Showman families**

The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling.

When the child is travelling the school holds the place open and records the absence as authorised by using the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school although may offer support to the pupil whilst they are away.

Please note that pupils must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

To ensure the continuity of learning for Traveller children, dual registration at two schools is allowed.

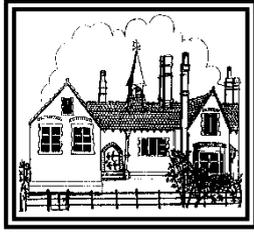
**19. The Admission and Attendance Register**

**Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

**Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.



## ***Campton Lower School***

***Rectory Road, Campton, Bedfordshire, SG17 5PF***

***Tel: (01462) 813359***

***E-mail: [office@camptonlower.org](mailto:office@camptonlower.org)***

***Website: [camptonlower.org](http://camptonlower.org)***

***Headteacher: Mrs Laura Dolling***



### **Trigger Letter 1**

Dear

**Pupils Name**  
**DOB**

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX%. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

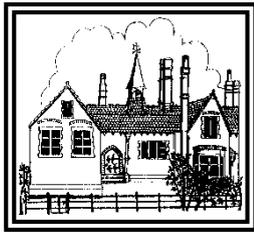
The school's minimum attendance target is 98% and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

If there is anything we can do to support you to help improve **XXXX** school attendance or if you would like to discuss this matter please do contact me.

The Local Authority requests that schools ensure that parents are made aware of both the definition of who is a parent and also what the law says parents must do with regards to their child's education. Please see our attendance policy at [www.camptonlower.org](http://www.camptonlower.org)

Yours sincerely

Mrs Dolling  
Headteacher



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### Trigger 2

Dear

**Pupils Name**  
**DOB**

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX% **with XX number of unauthorised absences**. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is 98% and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

Unfortunately we will be unable to authorise any further absences **as illness from the date of this letter onwards unless satisfactory** medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointments cards or sight of medication. In certain cases a letter from a GP or Consultant would be required so that extra support to help a child access their education because of a medical need can be arranged.

[https://www.gov.uk/government/uploads/system/uploads/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/school_attendance.pdf)

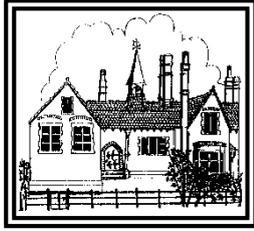
Should **XXXXX** level of attendance fail to improve or the school doesn't receive satisfactory evidence to support the absences, the school may need to consider requesting that you attend a joint meeting with the Headteacher and the Local Authority School attendance Officer or may request that a Penalty Notice is issued in line with Central Bedfordshire Council's Code of Conduct

<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.asp>

X

Yours sincerely

Mrs Dolling  
Headteacher



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### **Notification Letter**

Dear

**Pupils Name**

**DOB**

I am writing to inform you that due to YOUR CHILDs irregular school attendance I have requested that the Local Authority issues you with a Penalty Notice\_

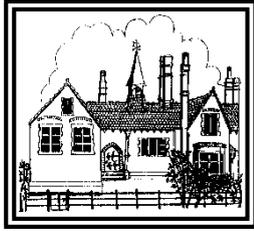
<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.asp>  
x

OR have made a formal referral to the Local Authority School Attendance Officer who will be in contact with you in the near future.

Should you have further information that would support YOUR CHILD'S level of absence then I would ask that this is shared with either myself of the School Attendance Officer.

Yours sincerely

Mrs Dolling  
Headteacher



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## Lates

Dear

**Pupils Name**

**DOB**

### Re: Persistent Lateness

I am writing to inform you that your child \_\_\_\_\_ is persistently late for school. Between *date* and *date* he/she was late on occasions and missed hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

5 minutes late every day = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late every day = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late every day = 10 DAYS OF SCHOOL LOST A YEAR
20 minutes late every day = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late every day = 19 DAYS OF SCHOOL LOST A YEAR

Further lateness may result in you being served with a Penalty Notice. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. .

Meanwhile, if anything can be done to support \_\_\_\_\_ getting to school on time, please do not hesitate to contact me.

Yours sincerely

Mrs Dolling  
Headteacher