



# Ark Burlington Danes Primary Academy

## Attendance & Punctuality Policy

Date of last review:	September 2017	Review period:	Annual
Date of next review:	September 2018	Owner:	Headteacher
Type of Policy:	School	LGB/ Board approval:	LGB



# Every pupil matters: Every lesson counts

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## INTRODUCTION

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark Burlington Danes Primary Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance, therefore at Ark Burlington Danes Primary Academy we aim to develop an ethos which demonstrates how much we value excellent attendance and punctuality. This policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

## REVIEW OF THE POLICY

This policy will be reviewed annually. It may also be reviewed and amended in consultation with all stakeholders in the light of events or experience. The stakeholders of this policy are pupils, staff, parents/ carers and the Local Governing Body (LGB).

Data from the monitoring and recording of attendance will also inform policy review and will be seen by the governing body at governing body meetings.

## AIMS

The aims of the Attendance Policy are:

- To raise the importance of good attendance in line with Ofsted requirements.
- Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- To improve punctuality.
- Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

<b>Academy Attendance &amp; Punctuality Targets 2015-16</b>	
Attendance	96%
Punctuality	98%
Persistent Absence	0%



## GUIDELINES

### Reasons for absence

- Parents and carers are asked to contact the academy office by phone/ email or in person if their child needs to be absent from the academy.

### Authorised absences

#### Acceptable reasons include:-

- Sickness
- Medical/ dental appointments\*
- Recognised religious holidays (1 day per holiday only)
- Immediate family funerals (nature of which will be determined by the Headteacher)
- Exclusion
- Approved educational activities offsite
- Exceptional circumstances (nature of which will be determined by the Headteacher on an individual basis)

\*Medical appointments should be arranged outside of the academy day if possible. Where this is not possible, we would expect pupils to miss only part of the day.

### Unauthorised absences

#### Unacceptable reasons include:-

- No explanation offered by parent/ carer
- Explanation offered unacceptable (shopping, visiting relatives, attending a non-medical appointment)
- Parent/ carer unwell (unless granted in 'exceptional circumstances')
- Family holidays

Only the Headteacher can authorise absence.

### Approved Educational Visits

- Educated offsite
- Dual registered i.e. educated at two educational establishments
- Supervised educational visits away from the school premises

## ACTION TAKEN WHEN PUPILS ARE ABSENT



There are occasions when absence is unavoidable. These include:

- Illness.
- Medical or educational appointments.

If a parent knows in advance of absence due to an appointment, the academy office should be informed and the appointment card shown.

If a child is ill, the parent or carer should phone or email the academy by 8:30am, on each day of absence. If your child is absent and has been prescribed medication by the doctor please can you bring the medicine or prescription into the academy so we can keep a record of these.

It is the parent or carer's responsibility to inform the academy of any absence. If contact has not been made, the school will attempt to make contact. If there is still no response, the Headteacher will be notified and a meeting will be set up with parents/ carers regarding school procedures and to ascertain reasons for absence.



## WHAT HAPPENS IF ATTENDANCE IS UNACCEPTABLE?

The Headteacher reviews the attendance of all pupils monthly. If the attendance of a pupil falls below **92%** the reasons for the absence are investigated.

The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:

- The Headteacher will write to the parent or carer and the situation reviewed each month.
- If no improvement is seen the Headteacher will request an appointment with the parent or carer and the situation reviewed weekly.
- If no improvement is seen the Headteacher will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.
- If the attendance does not significantly improve, a referral to the Educational Welfare Service (EWS) will be made. In non-improving situations a penalty notice may be served

➤ See Appendix 1

If your child's attendance is unsatisfactory (below 90%) you are at risk of a referral to the Education Welfare Officer (EWO) and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

If the child is below 5 years of age, the Education Welfare Officer will not accept a referral. In this instance the Headteacher will pursue the situation. In extreme cases a nursery place could be withdrawn.



## LATENESS

The academy day starts at 8.30am and all academy doors open at 8:15am and are closed at 8.30am.

Pupils who arrive after this time must enter the academy through the main entrance (DuCane Road) and be escorted by a parent/ carer. They must then be signed into the late book.

The procedure for consistent lateness is the same as for absence – i.e. the Headteacher is informed by the Attendance Officer when there is poor punctuality.

- A letter is sent after 3 lates in a week and a target of 100% punctuality is set for the following week
- If no improvement is seen the Headteacher will request an appointment
- If there are unacceptable improvements after a month, a referral to the local authority is made

'Cause for Concern' registers for absence and punctuality are kept.

To address punctuality at Ark Burlington Danes Primary Academy we will:-

- Communicate procedures to parents/ carers
- Praise punctuality and improvements in punctuality
- Greet all children at the school gate
- Ensure good examples of punctuality are set by all staff
- Offer Early Help to parents who are struggling with regular attendance and punctuality



## PUNCTUALITY INSPECTION

We do punctuality inspections at the academy gate.

## HOW THE INFORMATION IS COLLATED

A register of absence and punctuality is kept. The Administrator and the Headteacher manage this register and meet regularly to decide necessary action.

## PUPIL ABSENCE AND EXTENUATING CIRCUMSTANCES

If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form. **No absences for holidays will be authorised.** Permission for absence will **only** be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice. Prolonged absence (i.e. that which is more than 20 days) may result in the pupils being removed from the academy roll and their place offered to another child.

## COLLECTION AFTER SCHOOL

School finishes at 4.00pm Monday – Thursday and 2.30pm on Friday

Teachers will keep the children with them until 4.10pm (Monday –Thursday) and 2.40pm (Friday). After this time children are entered into the “Late Collection Book” and parents/ carers are notified (by telephone in the first instance and if there is no response by text). If we are unable to contact parents/ carers by 5pm (Monday - Thursday) or 3.30pm (Friday), Social Services will be notified.

The trigger to action late collection is set at **10%** i.e. 3 times within a six-week block.

- The Headteacher will write to the parent/carer.
- The Headteacher will request an appointment with the parent/carer.
- The Headteacher will again request appointment with parent/carer.
- Governors may request an appointment with the parent/carer.
- Fines may be imposed at the discretion of the Headteacher.

As with punctuality and attendance, progress is reviewed each month.

## REGISTERS

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Pupils entering the classroom via the primary academy office are late and should be



marked as such, even if the register has not been taken yet.

## REWARDS

- The class with the best attendance and/ or punctuality for the previous week is recognised and rewarded and presented with a cup in the Friday achievement assembly. They will also be congratulated in the weekly newsletter.
- Each week, the pupils with 100% attendance will have their names put into a hat for a prize draw to win a £5 book voucher.
- Pupils with at least 96% attendance are presented with a certificate at the end of each term. At the end of each year, pupils with at least 96% attendance will be awarded a medal.

## EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

## APPENDIX 1 - PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:

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Academies will notify the EWS of all cases where attendance has fallen below 90% in the preceding 6 week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures they have taken to bring this matter to the parent's/carer's attention.

The Local Authority will produce an information letter for distribution to all



parents/carers whose children have been identified as falling below 90% attendance at their respective academies. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.

Each pupil's attendance will be monitored for 15 academy days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.

Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.

Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using **First Class** post to the parent's last known address.

Penalty Notices may be issued to the parents/carers of **all** pupils registered at Hammersmith and Fulham schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to families resident outside the area.

### **Withdrawal of Penalty Notices:**

The LA will withdraw any Notices issued if:

- It can be established that the Penalty Notice was issued to the wrong person.
- The use of the Penalty Notice does not conform to the terms of the Protocol.

Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.

Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn



Notice.

**Payment:**

Arrangements for payment will be detailed on the Penalty Notice.

*A Penalty Notice shall be for the sum of **£60, rising to £120, if paid after 21 days but within 28 days.** Failure to pay within 28 days may result in prosecution.*

Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.

Any revenue arising from the issue of Penalty Notices will be retained by the Local Authority to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

**Non Payment:**

Non-payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original



offence of failing to ensure the regular attendance of the child/ren at school.



# Ark Burlington Danes Primary Academy

## Term Time Absence Request Form

This form should be completed and submitted within 4 weeks of the proposed absence to the Headteacher.

Parents/ carers are reminded that **term time absence** taken without permission may result in the issuing to fixed penalty fines by the Local Authority of up to £120 per parent per child.

Parents/ carers are also reminded that absence for the purpose of holidays during term time **will not** be granted unless in the case of 'exceptional circumstances'.

Please attach a copy of the appointment letter/ card in the case of medical/ dental





Name of child: (Print Name)		
Class:		
Name of parent/ carer: (Print Name)		
Current attendance %:		
Start date of absence:		
End date of absence:		
Approved	<input type="checkbox"/>	Absence recorded as authorised
Not Approved	<input type="checkbox"/>	Absence recorded as unauthorised
Explanation of decision:		
Signed (Headteacher):		
Date:		

**If the school has not approved your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may result in a fixed penalty fine from the Local Authority.**

**Penalty Notice: £60 per parent per child if paid within 21 days, increasing to £120 if paid after 21 days but within 28 days.**