

'FROM GREAT TO AMAZING'

2022

Attendance Policy



SUCCESS, UNIQUENESS, ENVIRONMENT, COMMUNITY

Implemented April 2022

To be reviewed April 2023

Consultation process

- SLT: Steve Maddock
- Governor: Kauther Ali

Signed

Drassius

(Head)

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(COG)

Attendance Policy

Excellent attendance is everybody's responsibility

Our attendance target is 96%

General Information

Suffolks Primary School's attendance policy reflects laws and guidance produced by the Department for Education and the London Borough of Enfield.

Children with the maximum possible attendance and punctuality get the best from education and lay positive foundations for the adult world of responsibilities and employment.

Children who do not attend school regularly are disadvantaged. They often have gaps in their knowledge and may be unsure of their social relationships with adults and other children.

Absence from school without a good reason is a criminal offence that can result in legal action by the Local Authority under Section 7 of the Education Act (1996). Any problems with regular attendance are therefore best solved between the school, parents/carers and the child at the earliest stage possible.

Each day's absence counts as 2 sessions.

Working in partnership with families is central to our journey as a school.

We provide contact details to Enfield Education Welfare Service so parents/carers have the information they need to sustain good attendance. They are independent of the school and give impartial advice. Their contact details are available from the School's Attendance Team or by contacting the Local Authority directly.

Rewards

The school's reward system is used to improve attendance and sustain it over increasing periods of time.

- Families with a termly attendance of 96% or more are entered into a draw to win £30 cinema vouchers
- The class with the highest attendance over 96% is awarded popcorn each Friday
- Any class with 96% or over gains a star to place on their AMAZING! Poster. When all 7 letters are covered with a star, an agreed class reward is given
- Marvellous Me is used to pass on good news to families regarding attendance
- Weekly attendance results are revealed to pupils in our Friday Values assembly

Roles and Responsibilities

The Parents/Carers

Parents/carers of children of compulsory school age (this is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first) must ensure that their child

receives full time education through either regular school attendance or otherwise (e.g. home tuition which is agreed and monitored by the LEA).

Parents/carers are responsible for ensuring this in the following ways:

- the child attends school regularly (96% or higher)
- the child is in class for the register at 8.55
- the child is collected promptly at 2.30 by an adult known to the school, unless other arrangements have been made between home and school
- if a child is absent, parents inform the school before 8.45 or soon after together with notification if this is a half or full day absence
- parents/carers tell us at the soonest possible point if their contact details change
- parents/carers provide two up-to-date emergency contact numbers

School

To assist this, the school will:

- support the attendance and punctuality of all its pupils
- take assertive action to improve attendance and punctuality when needed
- deal sensitively and robustly with issues that lead to non-attendance and lateness
- investigate periods of absence
- support local and national agencies, including Enfield's Educational Welfare Service, to provide a strategic and consistent approach to attendance
- ensure that all staff follow agreed expectations to record attendance accurately

The school shares its Attendance Policy on its website and welcomes opportunities to discuss its implementation (e.g. at parents meetings, school induction meetings, curriculum meetings and through newsletters).

The Governing Body

Governors investigate issues surrounding attendance when these issues are raised by the Head teacher as a concern.

The Borough of Enfield (LEA)

The Local Education Authority (LA) provides an Education Welfare Officer (EWO) to work with us to help us carry out our statutory responsibilities.

Procedures

Registration

Class Teacher

- Takes the registers on the school's MIS system (Scholarpack) at the beginning of each morning and afternoon session.
- Any pupil not present is marked absent (no reason given).

School Attendance Officer

- Investigates every absence (see Appendix 1).
- Records absences and explanations for them alongside the record of attendance in the register.

Lateness

Children can go straight to their classrooms at 8:45am, ready for the start of the school day.

Arriving to the school office once registration is closed (9.10am) is counted as an unauthorised absence. Lateness can cause children to not want to go into the classroom, embarrassment, and impacts their learning.

If a child arrives late, the Parent/Carer will sign the late arrivals book, and give a reason for the child's late arrival.

The Attendance Officer will amend the register in the event of the late arrival of any child.

Persistent patterns of lateness or irregular attendance are monitored and referred to the Educational Welfare Officer.

Parents/carers are invited to speak with a member of the attendance team if regular attendance is a problem or if they need clarification or support.

Children not collected at the end of the school day

School responsibilities

- To advise families to contact school as soon as they know a delay is likely.
- To take children who are not collected by 2.45pm to tea-time club where they will be supervised until collection. Parents/carers will be charged the session amount.
- A member of the office team will telephone contact numbers.
- If no contact with parents/carers has been made by 3.30pm, the school will alert the Children's Services and a social worker will be appointed to ensure the safety of children out of school hours (this action will be sanctioned by a member of the Senior Leadership Team). In the most extreme cases, this could lead to a child protection referral on the grounds that the child has been abandoned.
- If a decision is made to take the child into the care of Children's Services, every effort will be made by the school to inform the parent/carers. A letter will be delivered to the home address and a letter will be left in a prominent place in the school office (Please see Appendix 2 for Suffolks School Dropping Off and Collecting Expectation).

Suffolks Primary School has adopted the 'Policy and Procedure for Primary Aged Children' not collected from school at the end of the school day.' Please see www.suffolks@enfield.sch.uk school policies to find out more

Emergency Procedures

During the day, paper copies of registers, Late Arrivals Book and the Visitors Signing Book can be found in the admin area. In the event of a fire, bomb alert, or fire drill, a member of the admin team will take the documents to the designated fire assembly point and distribute the registers to the class teachers, who call the registers and report the results to the Head teacher so appropriate action can follow. For staff, if an alarm is triggered an automatic register is printed.

Absence Procedures

For each day of absence, the parent/carers should notify the school by telephone or email (office@suffolks.enfield.sch.uk) giving a reason for the absence and informing us if this is a half day or full day absence. Parents/carers will then be advised whether the absence will be

authorised or not. If a child is absent and the school has not been informed, a record of unauthorised absence will be recorded.

Holidays

Term time holidays are not permitted unless requested and approved by the head teacher. Children who are absent for 10 days or longer periods without any explanation will be deemed as 'missing in education' which will warrant a referral to EWO.

Exceptional Circumstances

Exceptional circumstances, i.e. death in the family, where emergency leave is needed, may warrant an authorised absence by the Head teacher if a request is made.

Attendance Officer

The school works closely with the Local Authority who monitors attendance and punctuality. If children are absent from school or regularly late, the Attendance Officer will make contact with the parents/carers with the aim of working with them to improve the situation. If attendance difficulties persist, a referral will be made to Education Welfare Service and legal sanctions may follow.

Education Welfare Service

After ten consecutive days of unauthorised absence, the school is required to inform the Education Welfare Service and will request the welfare support team to make a home visit.

In certain cases, a multi-professional meeting involving the school, the EWO and other agencies may be called in order to support a particular family.

Where there is sufficient cause for concern, the LA, in consultation with the Head teacher, and the Educational Welfare Officer, may apply to the court for an Education Supervision Order, which could lead to the prosecution or fining of each parent/carer.

Attendance Code List

Code Name

/\	Present at registration
B	Educated off-site (not dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance

S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils

Penalty Notices

The Anti-Social Behaviour Act 2003 gives schools the power to issue Penalty Notices in cases of non-school attendance.

A warning that a Penalty Notice may be issued will be sent to both parents/carers (where applicable) for any of the following reasons:

- their child has consistent unauthorised absences
- their child is taken on holiday during term-time
- parentally condoned absences
- truancy
- persistent lateness after registers have closed

If a child continues to be absent without authorisation for 20 sessions or more (10 school days) during a three month period, school will apply to the Education Welfare Service for a Penalty Notice to be issued. Where there are two parents or carers with parental responsibility, it is likely both will receive a Fixed Penalty Fine (Refer to [Appendix 3](#) for procedures for attendance concerns).

Appendix 1

Authorised Absence

The law authorises certain categories of absence. 'Section 199 of the Education Act 1993' provides statutory defences in legal proceedings when:

- The pupil was absent with leave (e.g. permission from the Head teacher)
- The pupil was prevented from attending by illness or any unavoidable cause
- The pupil was attending a medical appointment (although most appointments do not need a whole day and where possible should be booked for out of school hours)
- The absence occurred on a day set aside for specific religious observance
- The school at which the child is registered is not within walking distance of the child's home and the LEA has made no suitable arrangements for transport or transfer to a school nearer to the child's home
- There is a death in the family

In all cases of authorised absence, the School Attendance Officer will monitor the length of the absence and negotiate a fixed return date with parents/carers. The level and frequency of authorised absence may also be monitored.

Unauthorised Absence

The school will not authorise absence for:

- Shopping during school hours
- Extensive family holidays
- Looking after brothers and sisters
- Celebrating a birthday
- Oversleeping
- The child 'not wanting to come to school'
- Translating for parents/carers
- A sibling is sick

Parental ignorance of the fact a child is truanting is not a defence. Nor is the fact that a parent may have made every effort to ensure attendance. If the child is not attending and the absence is unauthorised, an offence is committed.

Appendix 2

Suffolks School Dropping Off and Collecting Expectations

*All children should be brought to school and collected by a responsible adult

If at any time there are serious concerns for the welfare of the child, the school has the duty to refuse to release the child and will contact Children's Social Services immediately.

Dropping Off

When children are dropped off at school the adult must ensure that they stay with them until a school adult becomes responsible.

This means taking them to the dropping off point where members of SLT are waiting. If your child is anxious to walk without you we will consider allowing you to walk them further. If you need to speak to a member of the office team, please let SLT members know.

The school regularly carries out checks of children arriving in the morning. If the school becomes concerned that a child is not supervised by an adult the following steps will be actioned.

1. The child's parents/carers will be notified by a phone call
2. If it is repeated, a letter will be sent which will state the concern and future actions
3. If it is repeated, a meeting will be held with a member of the pastoral care team.
4. If it is repeated, an Early Help Form will be completed and sent to Children's Social Services
5. If it is repeated, the school will continue to inform Children's Social Services.

Collecting children

Children should be collected from their classroom doors (2.30pm)

The school must be notified if a different adult is collecting a child.

Failure to inform the school will result in the child not being allowed to leave the school.

Children who are not collected on time will be brought to tea-time club. Parents/carers will accrue the costs for the session.

If children are not collected and there has been no contact with parents/carers the school will take further action. The school will contact Social Services at 3.30 (?) to alert them that the child may be in need of Local Authority Care.

If parents/carers are persistently late collecting their child, a letter will be sent to them explaining the concern and the procedure that will follow. A copy of this letter must be sent to Children's Social Services and Safer Schools Police Officers.

Children who attend after school clubs and events

If a child is collected late from clubs on two occasions they will no longer be able to take part in the club

For special events, if a child is persistently collected late this may result in the child being unable to take part.

* Children in Year 6, whose parents/carers have written a request, are able to come to school and leave by themselves. If at any time the school becomes concerned about their safety or behaviour this allowance will be withdrawn.

Suffolks School as adopted the 'Policy and Procedures for Primary Aged Children not collected from school at the end of the school day' produced by Enfield Safeguarding Children Board, March 2015

Appendix 3

Procedure for attendance concerns.

Stage 1: Working together

Attendance Officer to monitor each child and if their attendance drops below 91% a first attendance letter will be sent from the school and phone contact with parents will be made to remind them of their legal obligations in relation to attendance. This is an opportunity to talk through any concerns regarding regular school attendance.

We will reassess school attendance after 3 week.



Stage 2: Further school action

If there is no improvement after 3 weeks, a second attendance letter will be sent by the school and a face-to-face appointment will be made with parents to discuss this issue. Attendance Officer will contact the parents/carers (possibly including a home visit) to ensure that medical evidence is provided for future absence and check that the child is safe and well.



Stage 3: EWO action

This will indicate we have been unable to work with parents/carers successfully to improve attendance. We will contact the EWS and a referral may be made.

EWS will continue to monitor attendance with the school, and in line with legal requirements.



Stage 4: Sanctions to parents

If attendance continues to be a problem, parents/carers may be liable to court action and the possibility of up to a £2,500 fine and a criminal record.