



## **Every Child Matters Academy Trust Attendance and Punctuality Policy**

*The terms Trust and Schools (and levels within e.g. governors and trustees) are interchangeable and apply to all schools within the Trust*

Every Child Matters Academy Trust (The Trust) is committed to promoting a culture of high expectation, achievement and excellence. Good attendance is crucial if students are to take advantage of the opportunities available to them and complete a successful journey through their time at the Trust's schools and as they move on into higher education or the world of work.

All the Trust's stakeholders (including parents, staff, Governors and Trustees) need to work in partnership to ensure everyone is aware of their responsibilities in our aim to promote high standards of attendance and punctuality.

The overall aim for all children should be for 100% attendance therefore any absence should only be for unavoidable and genuine reasons.

### **Why Regular Attendance is important**

Any absence, including family holidays, negatively affects the pattern of a child's education and regular absence will seriously affect learning and achievement. It can also have a de-motivating effect if they are unable to access parts of the curriculum following absences. Every school day matters.

Our schools will seek to build on partnerships with parents/carers by informing them about attendance and punctuality concerns at an early stage.

The school's Attendance Officer and Office Staff are responsible for making daily calls with regard to children's non-attendance to parents and carers. Also part of this role is to record absence correctly on the attendance system (SIMS) for our school.

Good attendance and punctuality is recognised and rewarded in school in various ways.

### **Parent/Carer Responsibility**

All Parents/Carers have a legal responsibility to ensure that their children receive an efficient full time education suitable to their age, ability and aptitude either by regular attendance at school or through other suitable arrangements (section 7 Education Act 1996).

## Good Attendance

Ensuring a child's regular attendance at school is the legal responsibility of the Parent /Carer. Therefore, any absence from school without a valid or significant reason may be seen as an offence resulting in legal action.

Parents and Carers can request at any time a copy of their child's registration certificate showing their attendance to date. Your child's attendance will be shared at Parent/Carer consultations in the Autumn and Spring term. A copy of your child's registration certificate will also be included in their end of year report

Make sure your child has good attendance -

- From starting at nursery, your child should know the importance of good attendance and getting to school on time every day.
- Show an interest and ask about what they are doing at school.
- Encourage them to take part in school activities.
- Inform their teacher or Headteacher about anything of concern.
- Can time off school for minor ailments be avoided? Particularly those which would not stop you from going to work.
- Where possible, make appointments after school, at weekends, or during school holidays.
- Take family holidays outside of term time and speak with school if this is not possible.

The definition of a persistently absent (PA) pupil as set by the DFE is a pupil with 10% or more absence (90% or less attendance).

The school Education Welfare Officer (EWO) will work alongside the Attendance Officer to address pupil related issues that may be affecting their attendance at school. If a child is referred to the EWO under the Local Authority guidelines and the Education Act 1996, the EWO will work with the parents/carers and school to address the issues.

## Registration

It is a legal requirement that a register has to be taken at the beginning of each morning and afternoon session, this enables school to:

- **Monitor attendance on a regular basis**
- **Evaluate information and set targets/tackle areas of concern as early as possible**
- **Target absence, punctuality and truancy and communicate with pupils and parents/carers about expectations**
- **Have the ability to publicise the above data**
- **Have the ability to give a clear and accurate picture to parents, carers and guardians**
- **Have the ability to encourage and reward good attendance**

## Punctuality ~ Lateness

It is important that all children arrive at school in good time, as it is disruptive for the child and the whole class if they arrive late. Reading, Writing and Maths takes place at the beginning of each school day. Regular lateness can mean that these important lessons are missed.

**School Doors Open at 8:50am**

Register taken at 9.00am

**Late before register closes**

Late Mark Recorded - between 9:00am – 9:30am

### **Late after the register has closed**

Children arriving after 9:30am after the register has closed are marked as a late and this **impacts on their attendance**.

If your child is late to school, please enter via the Main Office where you will be asked to complete a late arrival record.

It is recognised that on occasions there may be genuine reasons for late arrival such as public transport difficulties. If there is a particular reason for your child being late, Parents/Carers should discuss this with the Attendance Officer who may be able to assist with any difficulties.

If your child needs to be collected earlier than the end of the school day or you may be late collecting your child, please inform the School Office regarding these exceptional circumstances.

### **Medical Appointments**

We appreciate that children may be required to attend medical appointments during the school day, however please note the following –

- Appointments should be made outside school hours, wherever possible.
- If your child attends an appointment during the school day and, wherever possible, please bring your child back to school for the remainder of the school day.
- Siblings are expected to attend school and their attendance should not be affected by other family member's appointments.
- School should be informed of this appointment prior to the absence where possible.
- If the appointment is during school time then medical evidence **SHOULD BE PROVIDED** e.g. an appointment card, letter or text message from the relevant organisation.
- If we do not receive a copy of the medical evidence this may be recorded as an unauthorised absence and we may seek EWO's advice as required.

### **Leave of Absence Requests**

A parent/carer should complete an absence request form (available from the school office) and submit this to the school at least two weeks prior to the first date of absence.

The Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances' and on a case by case basis.

School will respond to the request and it is possible that a Penalty Notice may be issued.

If the school is aware of any language difficulties that may preclude a request form being completed, appropriate support will be offered to the parent/carer.

### **School Attendance and Punctuality Procedures**

Attendance and punctuality checks take place daily by the Office Staff and Attendance Officer. When a child's attendance and/or punctuality is a concern parents/carers will be informed via the following procedures :-

- The School operates a 'First Day Contact' procedure and expects parents/carers to communicate the reasons for a child's absence or lateness.
- The school has a dedicated phone line so that you can leave a message with details of your child, class and their reason for absence or lateness.
- Where possible, please give an indication of the likely date of return.

- If no communication has been received, Parents/Carers will be contacted by school. If no reason can be determined for the absence it will be recorded as unauthorised (O).
- Home visits will be carried out to check on the well-being of children who are absent from school. If also deemed appropriate, the Education Welfare Officer may make the home visit.

This contact is crucial in raising the attendance profile of our school and enables school to communicate quickly and effectively with Parents and Carers.

All contact with home is recorded and monitored by the Attendance Officer and the Safeguarding Team.

### **Attendance and Punctuality Letters**

Letters will be sent to inform parents/carers of potential concerns and to ask for their support and co-operation in trying to improve their child's attendance and/or punctuality. This could be followed by a second letter if no improvement has been seen.

Parents/Carers may be invited into school to discuss issues relating to their child's attendance and/or punctuality.

At this meeting:

- The School Attendance Officer and Education Welfare Officer (EWO) will offer any relevant support or guidance to the family as required.
- Clear targets may be set for improvement and monitoring of attendance and/or punctuality.
- Expectations made clear.
- A copy of the School Attendance Policy will be shared.

### **Covid 19 –Adjustments**

If a child or anyone in the household is showing symptoms of Covid 19 then please follow the advice of public health England (see appendix 3).

If your child is to have time off due to Covid then they will be marked 'x' on our attendance system. This means that it will not affect the child's attendance and they will not be at a disadvantage due to Covid.

However, during this Covid pandemic school attendance is still statutory and so children should attend unless symptoms shown. If they do not attend the LA penalties will still be applied.

### **Legal Action**

Whilst not wishing to take legal action against Parents/Carers for unauthorised absences or persistent lateness, it is a possibility as our aim is to ensure that every child is in school every day.

Reoccurring unauthorised absence maybe referred to the EWO and this can lead to legal interventions and a formal assessment.

Unauthorised absence may also result in a Penalty Notice being issued through the Local Authority. This penalty will be £60 per child, if paid within 21 days; payment after this time, but within 28 days, is £120.

Persistent unauthorised absence and/or failure to pay a fixed Penalty Notice may render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.

### **School Governors / Governing Body**

The Governing Body work alongside the Headteacher, the Senior Leadership Team (SLT) and Attendance Officer to ensure that the Attendance Systems are effective.

Attendance data and the overall effectiveness of school attendance procedures are provided to the Governing Body and the Trust at their termly meetings to support the monitoring of this across school/Trust.

The Governing Body, support by the Trust’s Board;

- Ensures that the legal requirements for registration are complied with
- Reviews the school Attendance Policy on an annual basis
- Have input into the school attendance targets
- Receive reports and statistics
- Support the need for good attendance
- Ensures the Policy is in line with BMBC Penalty Notice Code of Conduct – September 2019

<b>Approved by:</b>	The Board of Trustees
<b>Date:</b>	September 2020
<b>Next review due by:</b>	September 2021

Signed:

Chair \_\_\_\_\_ CEO: \_\_\_\_\_

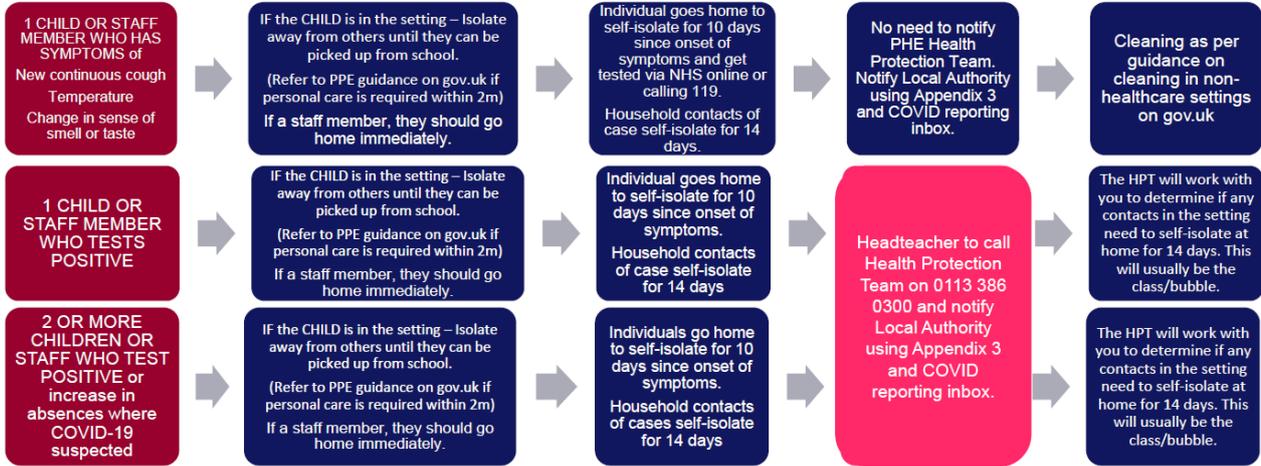
See appendix one for ‘what we do’ and appendix 2 Incentive chart



# What to do if you have a case of COVID-19 in your school

PHE Yorkshire and Humber

See your School Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.