



HERNE VIEW CHURCH OF ENGLAND PRIMARY SCHOOL

including Apple Orchard Pre-School

Attendance Policy

Review Date	Version No	Previous Version
For electronic approval September 2023	3	Including link to safeguarding and CME

Date formally approved by the Board	Chair	Signature
12 October 2023	Guy Adams	

Our Vision

Building for tomorrow, we share knowledge and foster aspirations through acceptance and welcome. We strive to strengthen our connection to the whole community through dignity and respect. Children are the heart of Herne View Primary and we celebrate the worth and uniqueness of all.

'...let your light shine.' Matthew 5:16

Care

Friendship

Respect



Herne View Church of England Primary School

Attendance Policy

Rationale

Good habits which are established early in life continue into adulthood and help to develop good working routines and relationships which in turn lead to personal success and self-esteem. Regular attendance at school underpins success in all areas of the curriculum. This policy is in line with other schools in the area and reflects county and national policy. All pupils should achieve at least 96% attendance, with the aim of 100%.

Actions

In order to achieve this we will:

- Reward good attendance
- Liaise with partner schools
- Regularly raise awareness via newsletter/website

Roles and Responsibilities – please also see flowchart at end of this policy

All staff

- Provide good role models in terms of punctuality
- Develop and maintain a whole school culture that promotes the benefits of good attendance.

In addition – Office staff

- Contact parents/carers if no call received each day
- Create letters where attendance is of concern
- Accurately complete admission and attendance registers

In addition - Teaching staff

- Accurately complete attendance registers
- Liaise with Parent Family Support Advisor if appropriate
- Monitor patterns of attendance and report to Headteacher
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.

In addition – Headteacher and SLT

- Dedicated senior leader, Claire Oaten, to have overall responsibility for championing and improving attendance.
- Action any requests for holiday during term time – unauthorised unless there are exceptional circumstances.
- Liaise with Outside Agencies and other local schools
- Contact parents/carers using standard letters if attendance is a concern
- Monitor pupil lateness and proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.

Governors

- Take an active role in attendance improvement, supporting the school to prioritise attendance and work together with leaders to set whole school culture.
- Monitor the impact of the policy through the evidence in the termly Headteacher's report and review annually, ensuring school leaders fulfil statutory duties.
- Regularly review attendance data to ensure leaders focus support on the pupils who need it.

- Ensure school staff receive training on attendance as applicable.

Parents/Carers

- Ensure your child attends every day the schools is open except when a statutory reason applies.
- Contact school by close of registration on the first day of illness/absence **(8.50 am Silver Street Campus / 9.00 am Ditton Street Campus)** and each subsequent day unless informed otherwise by the school office.
- Only request leave of absence in exceptional circumstances and do so in advance, this includes avoiding holidays in term time.
- Book any medical appointments around the school day where possible.
- Provide medical evidence of absence if required

Pupils

- Make every effort to maintain a good attendance record in order to achieve their potential
- Arrive at school on time

Persistent Absence – 10% of absence for any reason

PA children are those who have reached/missed the following number of sessions authorised and unauthorised by the end of each half term. Each day consists of two sessions.

Term 1: up to October break at least 7 sessions (3.5 days absence in the 22/23 and 23/24 academic year)

Term 2: up to Christmas at least 14 sessions (7 days absence in the 22/23 and 23/24 academic year)

Term 3: up to Feb break at least 20 sessions (10 days absence in the 22/23 and 23/24 academic year)

Term 4: up to Easter at least 26 sessions (13 days absence in the 22/23 and 23/24 academic year)

Term 5: up to May break at least 32 sessions (16 days absence in the 22/23 and 23/24 academic year)

Term 6: to end of July at least 39 sessions (19.5 days absence in the 22/23 academic year and 20 days absence in the 23/24 academic year))

For any pupil who has missed a targeted number of sessions medical evidence will need to be provided for any absence.

Compliance with Somerset County Council's (now Somerset Council) Penalty Notice Code of Conduct, issued on 30.08.2013

Education Safeguarding Service oversee attendance for the Local Authority, their contact details are available from the school office.

At Herne View Church of England Primary School, we try our very best to ensure that every student is successful. It is well known that attainment is linked with attendance and all statistics show that students who attend regularly not only enjoy school life to the full but attain higher grades than those who don't attend regularly

Parents are legally responsible for the regular attendance of their child and the Authority will take appropriate legal action in response to cases of poor attendance. This may include us as a school requesting: -

- Education Attendance Referral
- Fixed Penalty Notice (£60.00 fine per child per parent or carer)
- Court Action for failure to secure regular school attendance.

Penalties may be requested and served to each parent/carers per child:

- where the pupil's absence, perhaps within a rolling academic year, has not been authorised by the school.
- where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. (The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies).
- where term-time leave of absence has not been authorised (authorised leave of absence to take family holidays can only be granted by the school in exceptional circumstances).

From September 2014 we have complied with Council expectations as follows:

To bring us in line with the Crewkerne and Ilminster cluster of schools and Local Authority expectations, we will be implementing penalty fines and warning penalty notices for unauthorised attendance which includes unauthorised holidays.

Within the local cluster of schools we have agreed the following:

- The Local Authority will issue families with a penalty fine of £60 per pupil, per parent where any child is absent from school for 10 consecutive unauthorised sessions (5 days). This means that in the future, families can expect a fine of £60 per pupil, per parent for taking a holiday of a week or more. Please note these fines go to the Local Authority and not to the school. Children who are absent from school with illness for a week or more will not be fined and whilst in the majority of cases we will take a parent's word re illness, where there are concerns regarding the length of absence, legitimacy or frequency is questioned then medical evidence will be sought to support the need for absence e.g. prescription, medicine label, appointment card, screen print from the surgery – please note we are not asking for a Doctor's certificate.
- Autumn term 2016 onwards –we will still fine unauthorised consecutive absence of 10 sessions or more where pupil's attendance is below the expectation for the school. The expectation for Herne View Church of England Primary School is 96%.
- Children who have 10 or more unauthorised absences in any 12 week period may receive a warning penalty notice from the Local Authority. Children who receive a notice will be expected to attend school for a given number of weeks without any further absences – otherwise a penalty fine will be incurred. Where a penalty warning notice is issued any illness absence must be accompanied by some form of medical proof.
- There may be exceptional circumstances where leave is granted and these can be put in writing to the school. Where a family's children attend more than one school then these circumstances will be discussed with the other school and, if required, advice sought from the Local Authority. Additional evidence may be asked for.
- If you have a child attending another school in CISP (Crewkerne and Ilminster School Partnership) we will consult with that school if a request for absence is made. Please bear in mind that in certain circumstances e.g. poor attendance for one sibling, child in a National examination year, there may be a different decision made by the schools involved however in most cases schools will make the same judgements regarding absence.
- All pupils where attendance is a concern may be referred to Team Around the School to be discussed in a multi-disciplinary meeting. Note – parental consent is not required to discuss your child's attendance at these meetings.

At Herne View Church of England Primary, we also take lateness very seriously. Persistent lateness can become a problem, as vital information with regards to school work is usually given out at the beginning of lessons. Students arriving late can miss this which may have a negative effect on

attainment. We do have a legal obligation to close the register after the first 30 minutes of morning and afternoon sessions. If your child is late by less than 30 minutes they will be given a late mark. If lateness becomes an issue, further action will be taken.

If a child is more than 30 minutes late for morning or afternoon sessions he/she will legally be considered as absent for part of that morning or afternoon session. Regular lateness of more than 30 minutes may therefore also result in a Fixed Penalty Notice being issued by the Authority and/or further legal action.

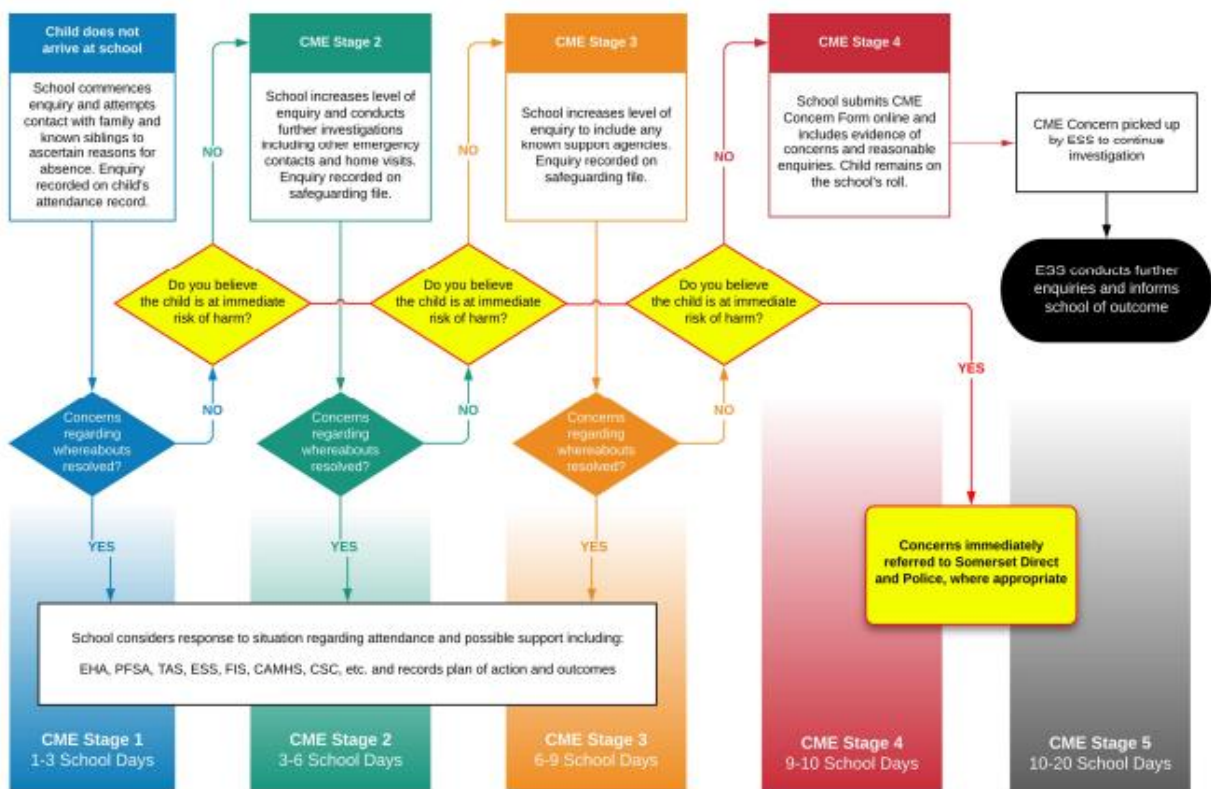
Safeguarding

Absence without reason and patterns of regular absence will be considered under of safeguarding protocols – see Safeguarding/Child Protection policy, as in all cases the welfare of the child will be the paramount consideration.

Children Missing Education

Where children have not been in school for 10 school days without reason or earlier if safeguarding concerns are considered a referral will be made to the Local Authority via the Children Missing Education procedure.

Children Missing from Education Process Map for Schools



Education Safeguarding Service 2020

Herne View Church of England Primary School – Attendance flowchart – this follows the guidance from DfE Working Together to improve school attendance published May 2022 and applying September 2022

