



HERNE VIEW CHURCH OF ENGLAND PRIMARY SCHOOL

including Apple Orchard Pre-School

Attendance Policy

Review Date	Version No	Previous Version
FGB Summer 2 2024	4	September 2023 Updated to be in line with new Working Together to Improve School Attendance Guidance

Date approved by the Board	Chair	Signature
11 th July 2024	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

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

(Working Together to Improve School Attendance DfE Published 29 February 2024
Active 19 August 2024)

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%.

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

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families.

(Working Together to Improve School Attendance DfE Published 29 February 2024
Active 19 August 2024)

All partners should work together to:

Expect - Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor - Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand - When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support - Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support - Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce - Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

As a school we will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand. This will also be shared initially each year via the school newsletter.
- Develop and maintain a whole school culture that promotes the benefits of good attendance. This will be done in many ways including staff providing good role models of punctuality and through regular reminders in the newsletter and support as and when required for families including looking at any in-school barriers to attendance.
- Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Mrs Amy Burke in the school office is the lead on managing our attendance registers.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on. This is completed termly by all staff involved within the attendance team.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance – this role is shared between the Headteacher Miss Claire Oaten and the Assistant Headteacher Inclusion Mrs Abby Coe.

Our Governing Board will:

- Take an active role in attendance improvement, support Herne View to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties by reviewing attendance at least termly. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- Ensure school staff receive training on attendance.

We ask families to support this policy by:

- Ensuring their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child

has to be unexpectedly absent (e.g. sickness). This should be by families contacting the school via the absence line on the telephone or by emailing the school office before the official start of the school day 8.50am Silver Street Campus or 9.00am Ditton Street Campus

- Only request leave of absence in exceptional circumstances and do so in advance (4 weeks for any holiday request, less in the request of other unforeseen absence e.g. funerals, sudden family illness).
- Book any medical appointments around the school day where possible.

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. Please note this also includes any absence for medical appointments, holidays etc. Each day consists of two sessions.

Term 1: up to October break at least 7 sessions (3.5 days absence in the 24/25 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 24/25 academic year)

Term 4: up to Easter at least 26 sessions (13 days absence in the 24/25 academic year)

Term 5: up to May break at least 30 sessions (15 days absence in the 24/25 academic year)

Term 6: to end of July at least 38 sessions (19 days absence in the 24/25 academic year)

For any pupil who has missed a targeted number of sessions medical evidence will need to be provided for any absence. This does not need to be a Doctor's letter and can instead be evidence from an appointment reminder, antibiotics etc

If you are concerned about your child's attendance

Where families are concerned about attendance, they are asked to contact either Miss Oaten or Mrs Coe to discuss their concerns and so the school can look at what support can be offered. Initially this support may be inhouse from the class teacher or the Inclusion Team or if necessary, the school will look with the family at external support from other agencies and this is likely to be discussed through a multi-agency Team Around the Family meeting.

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

Attendance Legal Intervention

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 action in response to cases of poor attendance. This may include us as a school requesting: -

- Attendance Contract
- Education Supervision Order
- National Framework for Penalty Notices

(see [Working together to improve school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk) (publishing.service.gov.uk) for further details)

Penalty Notices can be applied and served to each parent/carer per child where: *The threshold is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).* (Working Together to Improve School Attendance DfE Published 29 February 2024 Active 19 August 2024)

A Local Code of Conduct will be published by Somerset from August for the new National Framework for Penalty Notices. – [Link to be added once available](#)

Punctuality and lateness

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 Penalty Notice being issued by the Authority and/or further legal action.

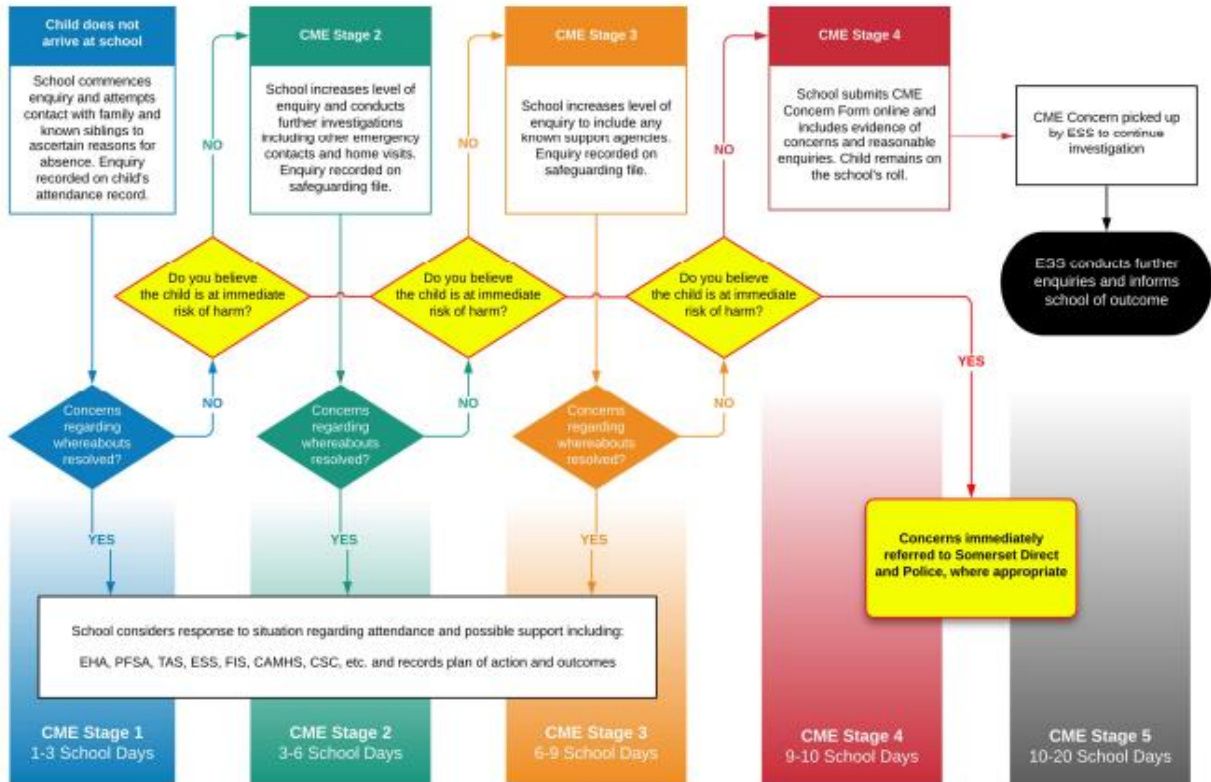
Safeguarding

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 February 2024 and applying August 2024

