



Attendance Policy

Reviewed: September 2023

Next Review: September 2024

Signed By Headteacher:

Date

Signed by Chair of Governors:

Date

Goldsmith Primary Academy Attendance Policy

Rationale

Goldsmith Primary Academy is committed to providing education of the highest quality to our pupils. We recognise the clear link between attendance and attainment. The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, and the school as a whole. To achieve this, all staff at Goldsmith Primary Academy as well as our school community have an important contribution to make.

Goldsmith Primary Academy also recognises that attendance is a safeguarding matter and that poor attendance may indicate that a child's welfare is at risk. Goldsmith Primary Academy continues to work tirelessly with the community to offer support and guidance where needed, and in return the community needs to work with us as a school to ensure that all children at Goldsmith Primary Academy are given their fundamental right to be educated.

(See Appendix 1 for Goldsmith Primary Academy Attendance break down table)

Definitions Used In Attendance

- A pupil is coded as an unauthorised absence on the register, if they arrive after the register has closed or if they do not attend for any reason.
- An authorised absence is when approval has been given in advance for a pupil of compulsory academy age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer.

This may include:

- An absence for illness for which we have granted leave
- Medical or dental appointments which fall unavoidably during the academy day for which we have granted leave
- Religious or cultural observances for which we have granted leave. The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance.
- An absence due to a family emergency.

- An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include:
 - Parents keeping children from attending unnecessarily or without reason
 - Absences which have never been properly explained
 - Arrival after the register has closed
 - Day trips and holidays in term time that have not been agreed
 - Leaving our school without authorisation during the day
- Persistent Absence is defined as: 10% (19 days) or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.

Monitoring and Reviewing Attendance

- We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support / interventions and assistance wherever possible.
- We set our school expectation percentage rate at 97% (5 days) as that is what we aim for all children who attend Goldsmith Primary Academy.
- We compare our attendance data to the national average and share this within the trust.
- The attendance data will be reported to SLT to discuss and monitor. This will then allow us to facilitate discussions with pupils and families. Data will also be used by Goldsmith Primary Academy to monitor the impact of any interventions put in place, in order to modify them and inform future strategies.

Aims

- To enable maximum attendance through valuing and celebrating high rates of attendance
- To maximise opportunities for each pupil to enable them to reach their full potential
- To provide an effective system of monitoring attendance so that early patterns of poor attendance can be identified
- To work in partnership with parents, pupils, Local Advisory Board (LAB) and Education Welfare Service (EWS)

Implementation – Celebrating High Rate of Attendance and Most Improved Attendance

- Annual attendance certificate presented to pupils who achieved 95% or above attendance for that academic year.
- Termly raffles for pupils who maintain 95% or above attendance for that term – raffle prizes will alter and be decided by the senior leadership and the pastoral team.
- All attendance competitions and prizes will be advertised around school and parents will be notified.

Registration

- Registers are taken twice daily at the beginning of the school day and after lunch.
- Registers are taken electronically via SIMS attendance programme.
- In the event of electronic difficulty, paper registers will be used.

Attendance codes

- School will adhere to Department for Education (DfE) guidance regarding attendance codes (see appendix 2)

Amending register codes

- The attendance officer will be responsible for amending registers and entering absence codes. This will be done on a daily basis.
- The attendance officer is responsible for identifying and recording unauthorised attendance.

School Management

- Sets clear and challenging attendance targets as part of the school self-review
- Will intervene early when individual pupil absences give cause for concern
- Will develop a multi-agency response to the attendance agenda
- Will utilise the support of available specialists in relation to the attendance agenda
- Has a senior member of staff with the responsibility for strategic management of the attendance agenda and for the reporting of absences to the DfE.

Whole School Monitoring

- Checking electronic registers
- Monitoring absences calls/text/medical notes
- Weekly checks of the SIMS attendance data by class/year group and whole school
- Monitoring under 95% attendance
- Monitoring Goldilocks and Nursery in line with the whole school policy

Monitoring individual students with poor attendance

- Less than 95% attendance report compiled on a weekly basis
- Individual pupil summary sheets
- Analysis of trends
- First day call/text or home visit (where possible)
- Communication with parent/carers by phone / letter or multimedia and monitor progress
- Attendance clinic where meetings can take place with parent / carers / pupils
- Agreed strategies for improved attendance
- Education Welfare Service intervention

Education Welfare Officer

- Weekly meetings within school
- Checking electronic registers
- Attendance clinics
- Communication with parent/carers by home visit or letter and monitor progress
- Should a pupil's attendance not improve, Goldsmith Primary Academy's Education Welfare Officer is responsible to make a referral to the Local Authority and follow the guidance and rationale set out by the local authority to ensure all avenues have been exhausted.

Absence

Parents or carers are to notify the Attendance Officer, by 8.45 am on the same day, specifying the reason for absence, by calling the school number 01922 710182 (option 1). It is a DfES requirement for the school to indicate the reason for each absence.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Evidence of all medical appointments are to be provided to the Attendance Officer. However, we encourage parents to make medical and dental appointments out of school hours

where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary *i.e. if the child's appointment is in the afternoon they will be required in school during the morning session and vice versa.*

Illness

In order to make informed decisions about a pupil's fitness for attending school, parents are encouraged to refer to the schools website [Attendance | Goldsmith Primary Academy](#). Any authorisation of absence through illness is done so at the discretion of the Attendance Officer or in some circumstances the Headteacher. If attendance is below 90% absences will not be authorised unless medical evidence is produced.

In the case of an illness parents are required to provide medical evidence which may enable us to authorise the absence. Where medical evidence is not provided, the absence may be recorded as unauthorised.

Acceptable forms of medical evidence include:

- Medical card with one appointment entered with the pupil's name and surgery stamp included, signed by the receptionist
- Letter from a professional such as a hospital consultant
- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters detailing hospital appointments Doctor or GP 'sick notes' are not required and we do not expect parents to request these from their GPs.

In some cases, a pupil may be absent for a long term due to an illness or injury. We will liaise with families in order to ensure children return to Goldsmith Primary Academy quickly and that there are no safeguarding concerns. On occasions where this is not possible we will make a referral to the school nursing team or relevant medical professional.

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Granting approval for term-time absence

The Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Legal sanctions

The Local Authority can enforce penalty notice and can also fine and/or prosecute parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Following the Local Authority's code of conduct for issuing penalty notices, this may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission

Arrival at school

The school day begins at 8.40am. Children can enter school and go into class at this time. The school doors will be securely shut at 8.50am to ensure the safety of all children and to allow staff to take charge of their class and start lessons as promptly as possible.

Any children arriving after 8.50 am should enter the school through the main front office. Children arriving after 9.40am will be marked as an "unauthorised absence", which will affect the child's attendance percentage and may lead to a referral being made to the Education Welfare Service.

Letters will be sent to any parents or carers who constantly bring their child/ren to school late; persistent lateness will result in a parent meeting or referral to the Education Welfare Service. **(Please refer to Lates Flow Chart appendix 3)**

Dismissing at the end of the day

The school day ends at 3.10pm and it is expected that parents/carers will collect their child from the designated collection point for their year group. Children will only be passed over to a known parent/carer. If a different adult (someone not named on the contact sheet) is collecting your child, parents/carers are to ensure that the main office and/or the class teacher is made aware.

Only UKS2 children are allowed to walk home alone if we have prior written consent from their parents/carer and is authorised by the headteacher who will review each case on an individual basis.

Members of staff have meetings and other duties at the end of the school day so it is important that children are collected on time. Letters will be sent to parents who are persistently late collecting their child/children. Please refer to the Collection and late Policy. For an overview please see the flow chart in appendix 4.

(See Late Collection Policy appendix 4)

Roles and responsibilities

The Local Advisory Board (LAB)

The LAB is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the LAB.

The headteacher also supports other staff in monitoring the attendance of individual pupils and authorising fixed-penalty notices, where necessary.

The Attendance Officer

- To monitor attendance data at the school and individual pupil level
- To report concerns about attendance to the headteacher
- To organise excellent attendance, rewards and competitions
- To work with Education Welfare Service to tackle persistent absence
- To arrange calls and meetings with parents to discuss attendance issues
- To report to the headteacher when fixed-penalty notices are relevant

Class Teacher

- To keep an accurate attendance register
- To praise pupils for excellent attendance and punctuality
- To promote excellent attendance, rewards and competitions
- To update class attendance chart weekly
- To monitor pupil absences and discuss any concerns with the attendance officer

- To inform the attendance officer or Senior Leadership Team when absence is impacting on achievement

Pupils

- To attend school everyday
- To attend registration promptly

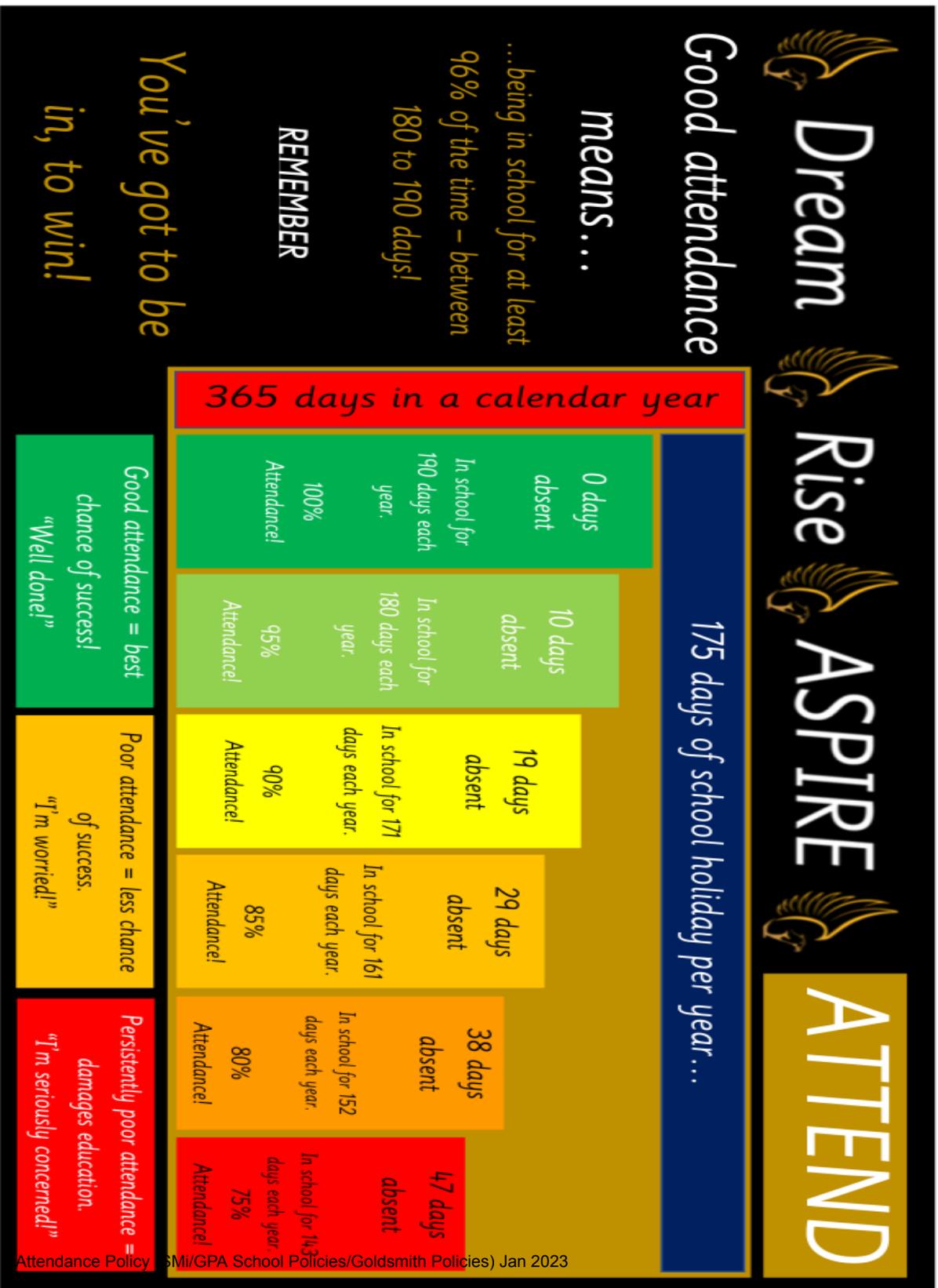
Parent / Carer

- To ensure their child / children attend school every day and on time
- To notify the attendance officer an any absences
- To sign their children out of the main office when leaving for approved appointments
- To take their family holidays in school holiday periods, school term time dates can be found on the schools website
- To provide the school with at least **three** telephone numbers on which they and a family member/friend may be contacted (NB if a parent does not provide the school with this information and the school has concern, the school may contact Children Services or the police)

Links with other policies

Child Protection and Safeguarding Policy

Appendix 1



Appendix 2

Attendance Code, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT DUAL REGISTRATION)	Approved Education Activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. Student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absences
F	Extended family holiday (agreed)	Authorised Absences
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absences
H	Family holiday (agreed)	Authorised Absence
I	Illness (not medical or dental etc. appointments)	Authorised Absences
J	Interview	Approved Education Activity
L	Late (before registers close)	Present
M	Medical/dental appointments	Authorised Absences
N	No reason yet provided for absence	Unauthorised Absences
O	Unauthorised absences (not covered by any other code/description)	Unauthorised Absences
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Education visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforce closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Appendix 3

Late Arrival Flow Chart

Pupils arriving after the gates close
need to report to the main office
Gates close at 8.50am

Parents will be greeted at the front office to discuss the reasons for lateness. If lateness is due to behaviour or family circumstances, a referral will be made to the Pastoral Team and support where possible will be offered

Persistent lates will result in either a letter being sent home or parents/carers invited into school for a meeting with the Attendance Officer and the Education Welfare Service to discuss the reasons for continued lateness

Children arriving after the registration closes at 9.40am will be marked with a U code and will be marked as an unauthorised absence

Appendix 4

Late Collection Flow Chart

The school day ends at 3.10pm, all pupils should be collected from the designated areas at the correct time each day. Please note children are not allowed to walk home with older siblings under the age of 14

All parents and carers must call the school office if they know they are going to be late collecting children. In the unlikely event that a child has not been collected within 10 minutes of arranged time and we are unaware of the reason why – Collection and Late Policy will be enforced

If you require somebody who does not usually collect your children, it must be pre-arranged with the school office. The school should be made aware of the name and relationship to the child at the earliest opportunity

Only children in UKS2 are allowed home on their own, with parent/carers consent