



Cranford Primary School

Berkeley Avenue

Hounslow

TW4 6LB

Attendance Policy

Date: July 2023

Review Date: July 2024(or sooner if changes to the law or practice).

Cranford Primary School Attendance Policy

At Cranford Primary School we expect children to come to school on time and every day. We strongly believe that regular school attendance is essential if a child is to take full advantage of the educational opportunities on offer. Irregular attendance and poor punctuality will always affect a child's achievement in school. We therefore work closely with the School Attendance Support Service to monitor children's attendance and punctuality rigorously, intervening where necessary.

It is the legal responsibility of parents of children of compulsory school age to ensure that they receive a full time education and attend school regularly. (Education Act 1981 section 17 & 199) The school will work to establish a partnership with parents so that we can work together to ensure the good attendance of all pupils. If a parent/carer allows their children to stay away from school without good reason they may be prosecuted.

The attendance team at our school monitors and supports attendance throughout the school year. Miss Khabra (DHT), Ms Achoukhi (Attendance officer) and Mrs Chandarana (School Administrator) work together as part of the attendance team. If a parent is concerned about attendance or has any questions about attendance, they are able to contact the attendance team using the school phone number and/or email address.

Promoting attendance at Cranford Primary School:

There are several ways the school promotes attendance. Some key strategies to promote attendance include:

- Weekly certificates + Trophy/ Attendance bear awarded to the class with the best attendance
- Weekly House competition for attendance and punctuality shared during assemblies
- 100% attendance certificates for pupils each term
- 100% attendance Golden ticket lunch with the Headteacher

The Governing Body and school expect 100% attendance but understand that from time to time some children will fall ill and require time off. Parents of a child who is ill should follow the procedure outlined below:

The absence procedure at Cranford Primary School is as follows:

- Parent/carer must contact the school between 8.00am and 9.00am on the first day of a child's absence and give a reason for the absence.
- On subsequent days of absence, the parent/carer should call the school again to give an update.
- On the child's return to school, medical evidence should be provided for all absences of three days or more.
- All routine medical and dental appointments should be made after school time.

Term Time Leave:

- Holidays in term time are **NOT** allowed. The school is closed for 13 weeks each year and holidays must only be taken during this time.
- Any absences in term time will be rigorously followed up by the attendance officer and home visits will be made.
- Any absence leading up to the start of a school holiday or following directly on from a school holiday will be deemed as unauthorised unless medical evidence is provided.

School strategy for monitoring:

- Weekly meeting to discuss under 92% attendance analysis (Attendance officer and SLT Attendance lead)
- Regularly discuss cases and communicate with parents through letters and meetings to discuss reasons for absence and support needed
- Set targets to monitor and improve attendance
- Discuss TTL cases and arrange a meeting with a member of the attendance team and parents to share evidence
- Each half term, school attendance data is compared and analysed against local and national attendance school data

Role of the School

- to communicate clearly the procedures and regulations relating to attendance
- to create a welcoming atmosphere to ensure parents feel able to talk to staff and keep us informed
- to ensure parents are well aware of the importance of good attendance
- to establish links and provide support for parents where outside support services are involved
- to clearly express our expectations regarding attendance and punctuality

Role of the Headteacher

- to promote the school's approach to attendance and punctuality
- to ensure school policies and procedures are clearly known to all staff, parents and pupils
- to ensure attendance and punctuality are carefully monitored and targets met
- to liaise with parents and SASS as necessary

Role of Governing Body

- to ensure attendance registers are kept properly and that the school is familiar with LA attendance policy and that all legal requirements are met
- to ensure attendance data is presented at Governing Body meetings, and that the legal requirements to publish school performance information is fulfilled

Role of Designated senior leader responsible for attendance

- to work with the Headteacher and Attendance officer to monitor and analyse attendance data
- To liaise with the SASS when necessary
- to work with parents to improve attendance
- to work with pupils to improve attendance

Role of Class Teacher

- to ensure registers are marked regularly and accurately
- to encourage parents to notify reason for child's absence - verbally or written and share key information with the attendance team
- to monitor pupils' attendance and punctuality and to speak to parents
- to report concerns to the Headteacher
- to be familiar with the school policy
- to establish good relationships with parents to encourage co-operation
- to ensure early identification of absence patterns by flagging up issues at half term progress meetings

Role of Parents

- to ensure their children attend school regularly and arrive at school on time and are collected on time
- to be aware of the importance and benefits of regular attendance
- to keep school informed regarding their children's absences and provide evidence of medical appointments in advance
- to inform the school on the first day of absence
- to request in writing any leave of absence

Role of Pupils

- to have a positive self-image and pride in their school
- to have access to teachers and to feel that a caring adult is taking an interest in them
- to know staff have a positive expectation of them relating to their work and that the teacher is concerned about their personal progress
- to know they must receive education, attend school on time and to appreciate why this is important

Role of Attendance Officer

- to print hard copy of registers each week for staff who do not have log-in details for web based system
- to follow up responses to Group Call text messages which are sent to any parent whose child does not attend school where a reason is not given, by either a telephone call
- to print daily group call absence record sheets and send follow up letters to parents to gain explanations for absences
- to enter into web-based registers any pupils who arrive after registration has closed and codes relating to reasons given for any absence.
- to assist the SASS to monitor attendance and lateness on a regular basis
- to organise a “late” book with the administrator.

Role of the School Attendance Support Service (SASS)

- to provide the link between home and school concerning attendance issues
- to undertake the inspection of registers on a regular basis and the collation of statistics with specific support to schools in producing attendance figures for publication
- to evaluate the school’s procedures and the targeting of pupils
- to work with the school and to advise on attendance.

The school receives regular monitoring visits from the SASS. The frequency of the visits is weekly. In general, class teachers and/or the Headteacher should have spoken to parents prior to the involvement of the SASS.

Procedures to monitor attendance/punctuality

1. Daily: the admin assistant will identify absentees and use Group-call to send text/emails to parents who have not supplied a reason for absence.
2. If no response by 11am the admin will follow up by calling parent/ carer and recording reasons given for absence on Group-call printout.
3. If no response by via personal calling, send an email

4. Further nil response should be followed by contacting SASS to intervene
5. Headteacher to monitor regularly
6. The admin office will send out contact updates with return slips once annually.

Where a child's attendance gives cause for concern, class teachers must speak to parents and also report concerns to the Headteacher.

Children who leave the school site during the school day will be recorded by the Administrator in a book which is kept for that purpose in the School Office

On arrival to school, the register is taken by the class teacher. Children not in the classroom at this time and who arrive up to 30 minutes after their start time will be marked late (L code in the register). Registers are closed 30 minutes after the child's start time. A child arriving to school 30 minutes or more late will be marked as U which will affect the child's attendance percentage.

Categorising Absence

The school must distinguish between authorised and unauthorised absence. The following guidance is offered to help in deciding if an absence is authorised or unauthorised. It should be noted that only the school can approve absence and not parents. If a parent offers an explanation for an absence, but it is not considered to be a valid reason, the school does not have to accept it.

An absence would be authorised if

- the child was ill or prevented from attending by any unavoidable cause
- the child was on leave previously agreed by the Head teacher because of a family emergency
- it is day of religious observance for the family(one per year)
- there has been a family bereavement
- the child has a medical appointment (please note only the AM or PM session would be authorised if the appointment takes place during the morning or the afternoon)
- there are difficulties with short term care arrangements

An absence would be unauthorised if

- the child was taken shopping for the day
- the child was taken on a day trip e.g. to Thorpe Park
- the child was on leave which either has not been agreed with the Headteacher or on leave beyond that agreed with the Headteacher
- there was sickness of family member

- indulgence of child's wish to stay at home
- the child is taken on holiday during term time.

Persistent/ severe absence:

If a pupil's overall attendance begins to deteriorate significantly, it may be classified as persistent/ severe absence.

Persistent absence: If a pupil's overall absence rate is 10% or higher of their possible sessions, they're classified as a persistent absentee. A 'session' is 1 morning or afternoon in school.

Severe absence: If a pupil's overall absence rate is 50% or higher, they're classified as a severe absentee.

In order to support parents and pupils to reduce persistent absences, the school and the attendance team will monitor attendance data closely (using the strategies mentioned above) and will also support families through sharing information regarding key services (provided by the Local Authority). The most suitable service will be identified to remove barriers to attendance.

Extended Leave of Absence

Due to the nature of the community served by the school, parents frequently request extended leave of absence for their children. The Headteacher can only grant children leave of absence during term time under exceptional emergency circumstances. All applications are recorded, parents are interviewed by the attendance team and asked to provide evidence if applicable.

The Headteacher ensures parents are fully aware of the school policy relating to leave of absence and the effect this may have on their child's achievement in school. Each request is considered on an individual basis according to the particular circumstances.

Punctuality

The school expects children to arrive at school on time to enable the teaching day to start promptly and to ensure a minimum amount of interruptions. Class teachers report at progress meetings if children are often late, missing the first important part of the day. Lateness is monitored through the use of a late book at the main door and a letter will be sent by the SASS if the child is consistently late.

Children who arrive after the register has been completed **must** go to the school office to be registered there.

Regularly arriving late to school has a huge impact on a child's learning and parents are expected to ensure good punctuality.

5 mins late every day	3.4 days of learning lost every year
10 minutes late every day	6.9 days of learning lost every year
15 minutes late every day	10.3 days of learning lost every year
20 minutes late every day	13.8 days of learning lost every year

Fixed penalty notices:

Following support being offered and agreed, if parents are not engaging with the support offered and attendance is still a concern, the SASS will be consulted and in some cases a **fixed penalty warning notice** may be shared. Examples of cases where this would be applicable might be:

- When unauthorised term time leave has been taken several times during a school year
- When several attendance/ punctuality targets have consistently not been met and attendance is considered to be labelled as 'severe absence'

Parents will be notified through communication about when and why a fixed penalty warning notice has been issued by the Local Authority. In some cases, a further referral may be made for a **fixed penalty notice**.

Publication of Information

Each year parents receive a registration certificate which provides details of their child's attendance and punctuality.

School attendance information is included in the School Brochure and on the school website.

Monitoring and Evaluation:

Monitoring by SASS:

- The SASS running a computer check on all children with unauthorised attendance levels below 90%
- The SASS sends letters to parents of children on these lists unless there are extenuating circumstances e.g. a medical condition
- The SASS holds meetings with parents if there is a concern about levels

At the termly parents' meetings, teachers speak to all parents about attendance and punctuality data for the term. In addition, certificates are presented to children with 100% attendance each term and at the end of the year for 100% attendance between September and July.

Staff Attendance

The school acknowledges the importance of regular attendance of all school staff and the possible effect on children's attendance and achievement if staff are frequently absent. Therefore, the school will monitor staff attendance to ensure optimum continuity for the children. This includes staff absence due to sickness, non-contact time, attendance at courses and meetings.