

# Pleasant Street Primary School



## Attendance and Punctuality Policy

September 2024

Review date: September 2025

## Introduction

**“Pleasant Street Primary School pledges itself to be a place where uniqueness is celebrated and all individuals will find safety and respect for themselves, their families and their way of life.”**

This policy is written with the above statement in mind and it underpins our school ethos.

Pleasant Street Primary School recognises that positive behaviour and good attendance are central to raising standards and children’s attainment.

**As a school we define regular attendance as 97% or above.**

## Aims

Maximise the overall percentage of pupil attendance and punctuality at Pleasant Street School.

Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.

Provide support advice and guidance for parents, pupils and staff.

Develop clear procedures for the maintenance of accurate registration for pupils.

Ensure a systematic approach to gathering, analysing and acting upon attendance data.

Ensure a whole school approach to ensure consistency of intervention strategies.

Continue to promote effective partnerships with the Local Authority, Children’s Services, Health and other partner agencies.

## Promoting regular Attendance at Pleasant Street School:

This is everyone’s responsibility, **ALL members of staff**, parent/carers and pupils.

To help us all focus on this, school will ensure:

- Appropriate interventions are in place to improve punctuality.
- The need for high quality relationships throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes the school and multi-agency provision as appropriate.
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils’ attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular incentives.
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

## **Attendance Expectations and Absence Procedures**

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

### **Expectations of Parent/Carer**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Ensure your child arrives for school on time. School opens at 8:30am for all children. Children in class by 8:55am. Nursery starts at 9.00am.

Telephone school if your child is to be late.

If late, sign your child into school on arrival and state a valid reason for lateness. If arriving after 9.30 an unauthorised absence is recorded.

For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.

Contact school by 9:30am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school. Telephone 01517093802 or use the form on the school app.

Contact the safeguarding team if the reason for absence requires a more personal contact.  
Safeguarding Team- Mrs Buckley or Mr Verdin

In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided).

Appointment cards/slips will be provided by parents as proof if there is no alternative but to book in school time, e.g. if a specific clinic runs in school hours.

Requests for exceptional circumstances leave of absence must be in writing to the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays. Absence Forms can be requested from the school reception.

**No holidays requested during school time will be authorised by the school. If children are absent from school due to holidays their absence will be recorded as an Unauthorised Absence.**

### **If a pupil is absent we will...**

The school Pastoral Support Worker Mr Irvine will telephone the parent/carer on the first day of absence if school has not been notified of absence by 9:30 am.

If no response is received and the absence is unauthorised a member of school staff may conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.

If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet the EWO and Senior Leadership Team (SLT)

If families have provided a return date to school and the child does not return first day response procedures will fall in to place as outlined above.

If absences persist the Head teacher and Attendance Team will discuss actions with the Education Welfare Officer.

### **Understanding types of Absence**

Pleasant Street School has to record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, by calling the school on the first day of absence and in writing on the pupil's return.

#### **Authorised Absence**

Authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

**It is the Headteacher, not parents who make the decision to authorise absence from school.**

#### **Unauthorised Absence**

Unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

**This includes but is not exclusive to:**

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Absences which have not been explained.
- Pupils who arrive at school too late to get their mark.
- Holidays to home countries

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 Pleasant Street School can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 schools days. If the child has any unauthorised absence during this time the school will refer to case to the local authority requesting a Penalty Notice be issued.

### **Persistent Absence (PA)**

Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects schools to intervene well before pupils reach a level of persistent absence.

Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.

Parent/Carers are asked to contact the school office in the first instance, where they will be sign posted to a relevant member of staff.

### **Attendance after Covid 19**

Government guidance (Guidance for full opening: schools 28 Aug 2020) states that school attendance is mandatory from the beginning of the autumn term. It adds, "This means from that point, the usual rules on school attendance will apply."

### **Pupils who are shielding or self-isolating**

The guidance recognises that the majority of pupils will be able to return to school. Having paused shielding advice from 1 August 2020, the government advises that, "even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding."

At Pleasant Street, we understand that parents and carers will recognise the importance of children returning to school for their education, wellbeing and wider development but may be reluctant or anxious. We are happy to discuss these concerns and explain the measures we have put in place to reduce the risk in school. We aim to work with parents and carers to reassure them that we have the required measures in place to allow their child to return to school.

Where children are unable to attend school because they are complying with clinical or public health advice, we will offer access to remote education and will support families to engage with this activity.

### **Why Regular Attendance is very important:**

Any absence affects education and regular absence will seriously affect pupils' learning.

Pupils who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

### **The Education Welfare Officer (EWO)**

The Education Welfare Officer -Connie Harvey– provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.

The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists the EWO will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

### **Leave of absence in Term Time**

The Law does not give any entitlement to parents to take their child on holiday during term time.

**No holidays requested during school time will be authorised by the school. If children are absent from school due to holidays their absence will be recorded as an Unauthorised Absence.**

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

If the child is absent from school for more than 20 sessions, they risk being removed from the school roll and will have to reapply for their place on their return. We recognise that from time to time parents will need to return to home countries to complete visa applications. Often, in these cases, parents are unable to give a return date to school. In such circumstances, we will keep open a school space for 6 weeks. After this time, we will allocate spaces to children on school waiting lists.

A meeting prior to any absence in term time must be held with the Headteacher or Deputy Headteacher where by the process will be explained in detail to the parents.

Parents must sign that they have received all relevant information from the school and provide any paper work, such as flight information, to support their application.

### **Lateness**

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

The end of the school day is also just as important that your child is picked up on time - 3pm Nursery and 3.15pm Reception to Year 6.

Please phone the school immediately if you think you are going to be late.

If a different person than yourself is picking up your child, then you must contact the school in advance as your child will not be handed over until we have received parental notification.

### **How we manage lateness**

The school opens for all children at 8:30am and all pupils are to be in class by 8:55 am. Nursery starts at 9.00am. Registers are taken at 9am by the class teacher and pupils receive a late mark if they are not in their class by that time.

If a pupil arrives late to school parents/carers will receive a telephone call to inform them of their child's late arrival.

Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

All parents must record on the sign in system a valid reason as to why their child is late

If a Parent/Carer has any problem getting their child to attend school on time they should contact the school office on 0151 709 3802, who will offer support to resolve the problem.

### **People Responsible for Attendance Matters at Pleasant Street School**

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

#### **Attendance Team**

Mr Irvine – Pastoral Support Worker

Kirsty Sparrow- Family Liaison

Mrs Leong- Nursery Teacher/ Attendance coordinator

Mr Verdin- Headteacher/ Designated Attendance Lead (DAL)

Jean Hart Davies- Business Manager

Aileen Buckley- Safeguarding Lead

### **Removal from Roll**

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to:

- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

### **If your child is leaving our school parents are asked to:**

- Give Mrs Hart Davies- Business Manager, comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's

new school and the start date when known. This should be submitted to our school in writing.

- If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies.
- If your child is moving to a school abroad, please provide the name, address and contact details of the new school your child will be attending.

By giving us the above information, these investigations can be avoided.

### **Monitoring, evaluation and responsibility**

The Headteacher and Governing Body are responsible for ensuring that this policy is implemented.

This Policy will be reviewed annually.

Name: Jess Leong / Neil Verdin

Review date: September 2025



Pleasant Street Primary School		
When	Who	Action
<b>Daily</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Arrive at school from 8.30</li> <li>• Be present at registration 8.55</li> </ul>
	<b>Class Teacher</b>	<ul style="list-style-type: none"> <li>• Registers are completed on SIMS each day on time</li> <li>• Ensure attendance has a high profile in class</li> <li>• 100% Marble jar</li> <li>• Discuss absence with pupils returning to school</li> <li>• Welcoming long-term absentees back into the class</li> </ul>
	<b>Attendance Team</b>	<ul style="list-style-type: none"> <li>• Ensuring staff have completed AM/PM registers</li> <li>• Ensuring input of accurate attendance marks in the register via SIMS</li> <li>• Identify pupils who are absent from school without reason (before 9.30am)</li> <li>• Log on SIMS, parental voicemails, Parent app messages and emails regarding student absences</li> <li>• Ensure all late arriving pupils are spoken to and their attendance is entered on to SIMS</li> <li>• First day response, phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. Specific reasons written in Yellow book.</li> <li>• SLT, Safeguarding and class teachers contacted with specific attendance queries and necessary follow ups required</li> <li>• Logging attendance of all pupils going out /in school for medical, dental or visits</li> <li>• Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems</li> <li>• Daily Late process, log and send actions for relevant staff</li> </ul>
	<b>EWO</b>	<ul style="list-style-type: none"> <li>• Safeguarding home visits as required.</li> <li>• Focused casework interventions with persistent absence pupils and families.</li> <li>• Phone call contact with pupils/parent/carers.</li> <li>• Home visits.</li> <li>• Instigation of legal proceedings.</li> <li>• Tracking of actions and interventions and feedback to pastoral staff.</li> </ul>

	<b>Senior Leadership</b>	Senior leaders informal discussions with identified pupils to follow up attendance issues and agree future action required <ul style="list-style-type: none"> <li>• Senior leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required</li> </ul>
	<b>Safeguarding Officer/team</b>	<ul style="list-style-type: none"> <li>• Monitoring and tracking of staff not completing registers in line with safeguarding requirements.</li> <li>• Liaison with EWO and school staff regarding support work with identified pupils.</li> </ul>

<b>When</b>	<b>Who</b>	<b>Action</b>
<b>Weekly</b>	<b>Class Teacher</b>	<ul style="list-style-type: none"> <li>• Ensure all members of the class know the school target and their current attendance</li> <li>• Monitor/follow up identified pupil absence by contacting parent/carers where appropriate.</li> </ul>
	<b>Attendance team</b>	<ul style="list-style-type: none"> <li>• Informing SLT of pupil patterns of absence.</li> <li>• Provide weekly pupil attendance figures for class teachers and pupil rewards</li> <li>• Discuss punctuality issues with identified pupils and parent/carers</li> <li>• Pupils rewards</li> <li>• Provide weekly Punctuality/attendance data for class teacher and pupil rewards</li> <li>• Parentmail- parents of PA children to inform them of their absence</li> <li>• Attendance is a standing item on weekly staff meetings</li> </ul>
	<b>Senior Leadership</b>	<ul style="list-style-type: none"> <li>• Attendances celebrated in Assembly</li> <li>• Update information on attendance boards</li> </ul>
	<b>Safeguarding Officer</b>	<p>Details of pupils who are regularly absent should be forward initially to the subject leaders</p> <ul style="list-style-type: none"> <li>• Organise help for pupils to catch up on missed work due to prolonged absence</li> <li>• Monitoring and Tracking of staff not completing registers in line with safeguarding requirements.</li> <li>• Liaison with EWO, Pastoral Coordinators and Senior Leaders regarding support work with identified pupils</li> </ul>

When	Who	Action
Half termly	Senior Leadership Team/attendance Team	<ul style="list-style-type: none"> <li>• Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>• Use attendance data to identify and take action to improve the attendance of vulnerable pupils</li> <li>• Ensure that all teaching staff focus on attendance in planning and pedagogy</li> <li>• Ensure that attendance features in ALL parents evenings</li> <li>• Monitor and track attendance/PA Action Plans</li> <li>• Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern</li> <li>• Main marble jar display figures updated (reward for highest scoring class)</li> <li>• Give Attendance awards for children that have attended for a full Half Term during assembly</li> <li>• Letter sent to families that persistently arrive late to school</li> </ul>

When	Who	Action
Termly	Headteacher	<ul style="list-style-type: none"> <li>• Inform parents and children of their attendance to date through RAG Letter</li> <li>• Ensure that attendance maintains a high profile as a key driver of school improvement</li> <li>• through close monitoring and scrutiny of attendance data in conjunction with SLT and</li> <li>• Governors</li> <li>• Celebrate and reward attendance at the end of each term</li> </ul>

	<b>Safeguarding Officer/team</b>	<p>The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision</p> <ul style="list-style-type: none"> <li>• School Attendance Review</li> <li>• Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and that systems are operating effectively.</li> <li>• Report to SLT on attendance matters</li> <li>• Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance</li> </ul>
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Attendance %	RAG	Intervention	Lead responsibility
100% 190 days attendance		Daily praise/enthusiasm from All Staff Weekly class attendance award Half Termly certificates for individuals and class award Attendance badges Green Letter 97% and above	All Staff EWO Attendance Co-ordinator SLT
96.99% equivalent to 6 days absence		Talk to pupils and contact parents EWO Amber Letter	Class Teacher EWO SLT
92.99% 15 days or more absence		Talk to pupils and parents/carers RAG return school meetings Support Meetings  Amber letter	Class Teacher EWO/Attendance Co-ordinator Safe guarding Officer Headteacher
90% 19 days or more		Next steps Action Planning  Red Letter  Support meeting	EWO Attendance co-ordinator Safeguarding lead Head teacher LA EWO Governors