



Attendance Policy

Ratified: _____

Date of Policy: September 2021

Date of Review:

Signed by Head Teacher: _____ Date: _____

Signed by CoG: _____ Date: _____

Kobi Nazrul Attendance Policy

At Kobi Nazrul are fully committed to maximising the achievement of all pupils. We believe there is a clear link between good attendance and educational achievement and strive to ensure that all pupils attend school regularly and on time.

We believe that:

- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities offered within school
- Parents/carers play an exceedingly important role in supporting the school and encouraging their children to reach and maintain good levels of attendance
- A broad and balanced education is dependent on regular and punctual attendance at school.

Statement of Expectations:

What the school expects of the pupils:

- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the office if arriving after 8.50am (The side gate is closed at 8.45am promptly so the only access into school after this time is via the office)

What the school expects of parents/carers:

- To fulfil their responsibility by ensuring their children attend school regularly and on time
- To ensure that they contact the school before 9.00am on the first day their child is unable to attend, giving a reason for the absence
- To ensure their child arrives on time and is well prepared for the school day

Where possible arrange appointments outside of the school day. If this is not possible parents should inform the school and seek authorisation for any forthcoming appointments

- To ensure the continuity of their children's education by taking holidays during the school holiday period. In **exceptional circumstances** where this is not possible parents are asked to request leave in term time by completing the application in advance of the holiday. It is **very rare** for absence to be authorised during term time and will be done in relation to the agreed criteria and guidance set by the Local Authority. No authorisation will be given within the first 3 weeks of the school year, during SATs period and if attendance is less than 97%.

Parents and pupils can expect the school to:

- Set and share attendance targets for the school year
- Provide a broad and balanced education that is dependent on regular attendance at school
- Efficiently and accurately record attendance and respond swiftly to any concerns

- Contact parents on the **first day** their child does not attend school without providing good reason
- Liaise closely with any appropriate agencies to assist and support parents and pupils where needed
- Notify parents of their child's attendance record through regular reports home.

Attendance procedures:

Registration:

- Registration begins at 8.45am each morning and immediately after pupils return to class after lunchtime break
- Class Teachers insert a mark for every pupil present on the electronic register. Lateness and reasons for absence, if not filled in by the teacher, is entered by the admin team. Paper registers are used by visiting teachers and the data inputted by a member of the admin team
- Staff are in their classrooms from 8.40am
- The morning register closes at 8.55am and the afternoon register closes 5 minutes after the end of Lunchtime break
- The register is sent electronically immediately after morning and afternoon registration

Lateness:

Pupils arriving after morning or afternoon registration should report to the school office. Parents/children sign the late book and provide their child's name, class, time of arrival, and reason for lateness. The school's procedures for dealing with lateness are:

- Regular fortnightly checks of lateness
- Where appropriate a 1st late letter is sent if there have been 2 or more lates in a fortnight and lateness was not a concern in the previous fortnightly check
- A 2nd letter inviting parents to a meeting with the DHT will be sent if there have been more lates in the month following the 1st letter
- Continued lateness will result in a meeting with the Headteacher and may result in a fine

Before any action is taken by the school the reasons for the lateness will be identified. In some cases, the lateness letters will not be sent. Every case will be reviewed separately.

Absence:

- Class Teachers should ensure parents are aware of the requirement to speak to a member of the admin team on the first day of return from absence where no reason has otherwise been given
- Any notes are given to the office with the registers to ensure that the appropriate symbols are in the register. Where pupils have brought a note giving a justifiable reason for absence, the absence may be authorized on *I n t e g r i s*
- If no information is available or forthcoming regarding a pupil's absence, it will remain unauthorised unless a justifiable reason is obtained

Responding to attendance issues:

- The school will record all attendance related messages from parents, notify the Class Teacher and place notes in registers. Parents will be informed if the absence is to be unauthorized and a reason will be given
- The school will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence
- When a pupil is absent and contact cannot be made by telephone, there will be a follow up telephone call the next day if the pupil is still absent. In some cases, a home visit by the school attendance team may be arranged
- Where the school has repeatedly been unable to contact the home or poor attendance persists, the school will discuss this with relevant external agencies
- The school will identify and monitor pupils whose attendance gives cause for concern linked to criteria for Persistent Absence children
- If children are identified as missing too many sessions during a half term, a letter requesting a meeting with the DHT will be sent to parents. Attendance will be monitored closely for the following 4 week period. If improvement is observed a letter will be sent to inform parents of this. If no improvement is seen, or concerns are raised further, the parents will be invited to an attendance panel meeting with the Deputy Head Teacher, Head Teacher
- School, year group and class attendance data will be collected, analysed and monitored. The school will respond promptly to any areas of concern identified

Celebrating Attendance at Kobi Nazrul Primary School

Kobi Nazrul Primary School promotes positive attendance and punctuality at school and this remains one of the key priorities for the Leadership and Management.

The school's staff and Governing Body alongside the Local Authority and other agencies believe that it is **essential for all pupils to attend school on time and regularly and avoid any absence**. Any loss of time at school can adversely impact on a child's attainment and regular school attendance and punctuality is a benefit to all pupils.

The school works actively engaging with parents/carers to ensure our pupils achieve maximum attendance and reference is made to the LA attendance guideline/procedures and the school and parents agreement.

At Kobi Nazrul Primary we believe it is also important to celebrate good attendance and punctuality which is a very important life skills and we celebrate attendance in the following ways:

Attendance Cup:

The class with the best attendance for the week is awarded the attendance cup. This is awarded to the class in our Friday weekly celebration assembly. Children's attendance celebrations will be featured in the weekly newsletter.

Termly Attendance Awards:

Individual reward for full term 100% attendance - certificates will be awarded to children from

Reception to Y6 at the celebration assembly first week back from the school break.

Praise Postcards will be given to all children from Nursery to Year 6 where attendance for the term has been between the LA threshold of 96 to 99.99% and any child in yellow or red where intervention has taken place and improvement has been significant that term (exercise discretion). The purpose of this is to also embrace and acknowledge the family's commitment and effort to work with the schools to improve attendance.

Annual 100% Attendance Prizes:

All children whose attendance has been 100% for the whole Academic year will be awarded a certificate and invited to attend a celebration event. The class with the best attendance for the whole year will receive a class treat organised by the class teacher.

Reintegration into School after Absence:

- The school will endeavor to support pupils returning to school after a long period of absence.
- School staff and the school AWA will liaise closely on this issue and employ appropriate reintegration strategies as required
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan

Attendance roles and responsibilities:

Senior Leadership Team

The senior member of staff with responsibility for attendance is the **Deputy Head Teacher**. Their role is to:

- Develop, monitor and review the attendance procedures and policy
- Set and monitor targets for improving attendance
- Support staff in their work related to attendance
- Prepare data for Governors
- Ensure data returns are sent to the appropriate bodies within the agreed cycle
- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance.
- Keep up to date with current legislation and Government guidance

Class Teachers:

- Complete registers accurately and return as soon as possible to the school office.
- Have regular discussions with pupils about the importance of regular attendance and punctuality

- Collect reasons for absence from pupils, i.e. absence notes and ensure the notes are sent to the office
- Monitor individuals, as well as whole class attendance, in line with the School's procedure
- Pass on any trends they notice in the attendance of individual pupils and respond appropriately
- Liaise regarding any queries surrounding absence

Administration team:

- Telephoning parents/carers on the first day of absence when pupils are absent without notification
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA, DfE
- Keeping an up to date spreadsheet of lateness and attendance
- Informing parents/carers of attendance issues
- Identifying children who are falling into the PA category
- Calculating the information for the winning class
- Completing the certificates at the end of each term
- Weekly meeting with DHT to address any concerns/ issues

The Governing Body:

- Receives information from the Head Teacher and/or AWA on attendance
- Will be involved in setting school targets on attendance
- Will report to parents on issues relating to attendance and punctuality
- Will contribute to plans in response to where attendance is a cause for concern
- Support the school in its efforts to raise attendance
- May wish to contribute to the school's strategies to improve attendance, e.g. school based Non School Attendance Panels

Additional notes:

- This Policy will be reviewed every 3 years or in the event of significant policy change
- Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.
- This Policy has been developed in conjunction with DfE and LA Guidance:
- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Current guidance can be found here:

<https://www.gov.uk/government/publications/school-attendance>

Appendix 1: Due to the current pandemic the guidance below relating to leave during term time is subject to review based on current local and national guidance.

Guidance for parents/ carers for the application for leave of absence from school:

Tower Hamlets **DO NOT** authorise any holidays during term time. Leave will not be authorised for holidays, visiting relatives or because flights are less expensive, if taken in term time, as we have 12 weeks' holiday during the year.

Tower Hamlets are issuing fines for unauthorised holidays during term time. **A penalty notice** may be served to an individual parent/carer per individual pupil when the child has had **6 sessions (3 days) of unauthorised holiday/leave in term time**. Each penalty notice is currently for **£60** and there is no right of appeal.

If parents/carers do not pay the penalty notice they may be prosecuted and face being fined up to **£2500** and receive a criminal conviction.

If a child is **absent for 20 or more days** they will be removed from the school roll. On return from extended leave parents/carers will need to apply to pupil services for a new school place to be allocated.

If a child's attendance falls below **90%** they will be placed on the '**Persistent Absence**' register which is reported to the **LA and the Department of Education**. The Attendance and Welfare Advisor will become involved, which could result in court action.

If extended leave is in **exceptional circumstances** the absence may be authorised at the discretion of the Head Teacher.

Procedures for applying for extended leave:

1. Ask at Reception for an application form to apply for leave as soon as you know you need it.
2. Fill in the form, stating clearly the dates on which you will be leaving and returning and the reason for the absence then return it to Reception.
3. This will be passed to the Head Teacher who will make a decision about whether to authorise the absence or not. **A copy of the form with the Head Teacher's decision will be returned to you as soon as possible.**
4. Please do not leave your request until the last minute for a decision. **You should wait for the decision before you book flight tickets etc.**

Appendix 2:

When will an absence be authorised?

Authorised Absence:

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is genuinely ill, family bereavement, religious observance. Each case will be treated individually.

Unauthorised Absence:

There are times when children are absent for reasons, which are **not** permitted by law. Examples of unauthorised absence are:

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Going shopping or for a hair cut
- Because it is your child’s birthday
- Going to the airport
- Other siblings are ill
- Family Holidays

Unauthorised Absences are monitored and are reported to the Local Authority