



Upperby Primary School

Attendance Policy and Procedures

Aspire, Attend, Achieve

Upperby Primary School is proud to be a caring, inspirational community where everyone aspires to achieve.

We are committed to delivering a broad and balanced curriculum to ensure that our children achieve the highest possible standards personal to them.

We aim to develop strong links between family and community, enabling us to journey together with mutual support and respect.

School Head Name of school:	Paula Burns Upperby Primary School
Date of approval of this policy: Date of next review: Policy Review Cycle	September 2023 September 2025 Biannual
Approved by: Chair of Governors	School Governors Mr W Atkinson

Rationale

This document is a statement of the aims, principles and strategies for raising attendance at Upperby Primary School. in conjunction with the Cumberland Local Authority Working Together to Improve School (September 2022), following the DfE guidance (May 2022).

Our vision is 'to transform the future and life chances of our children through experiencing a real, relevant and purposeful curriculum.'



Upperby Primary School recognises that every child has a right to an education that supports them to reach their full potential, both academically and socially.

Schools have a statutory duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children. While regular school attendance is predominantly the responsibility of parents and carers, schools play a central role in ensuring that children and young people attend school regularly. At Upperby School we take a positive and proactive role in the promotion of regular school attendance through a number of strategies identified within this policy that will engage families, and that are supported by school governors.

It is expected that good school attendance is the norm within our school and parents are expected to bring their child to school, on time for every session they are well enough to attend. School must be notified in advance of any planned term time absence, requesting permission for the absence to be authorised. Where the absence is due to an emergency, contact should be expected on the first day of absence, with regular contact until the child is well enough to return.

Regular attendance and good punctuality are vital to the educational achievement and personal development of the child. Only pupils who attend regularly can fully benefit from the academic, personal and social opportunities which are offered to them within the aims of Upperby Primary School.

School based attendance team

Attendance Champions	Mrs Burns (Headteacher) Mrs Chandler (Deputy Head) Joan Chan(Pastoral Lead)
Monitoring of registers and first day calls	Mrs Chloe O'Neil (Clerical Officer) Mrs Joan Chan (Pastoral Lead/DDSL)

The chart shows days missed due to absence:

Attendance During one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 days	13.5 Weeks	340 lessons



The Role of the Attendance Team

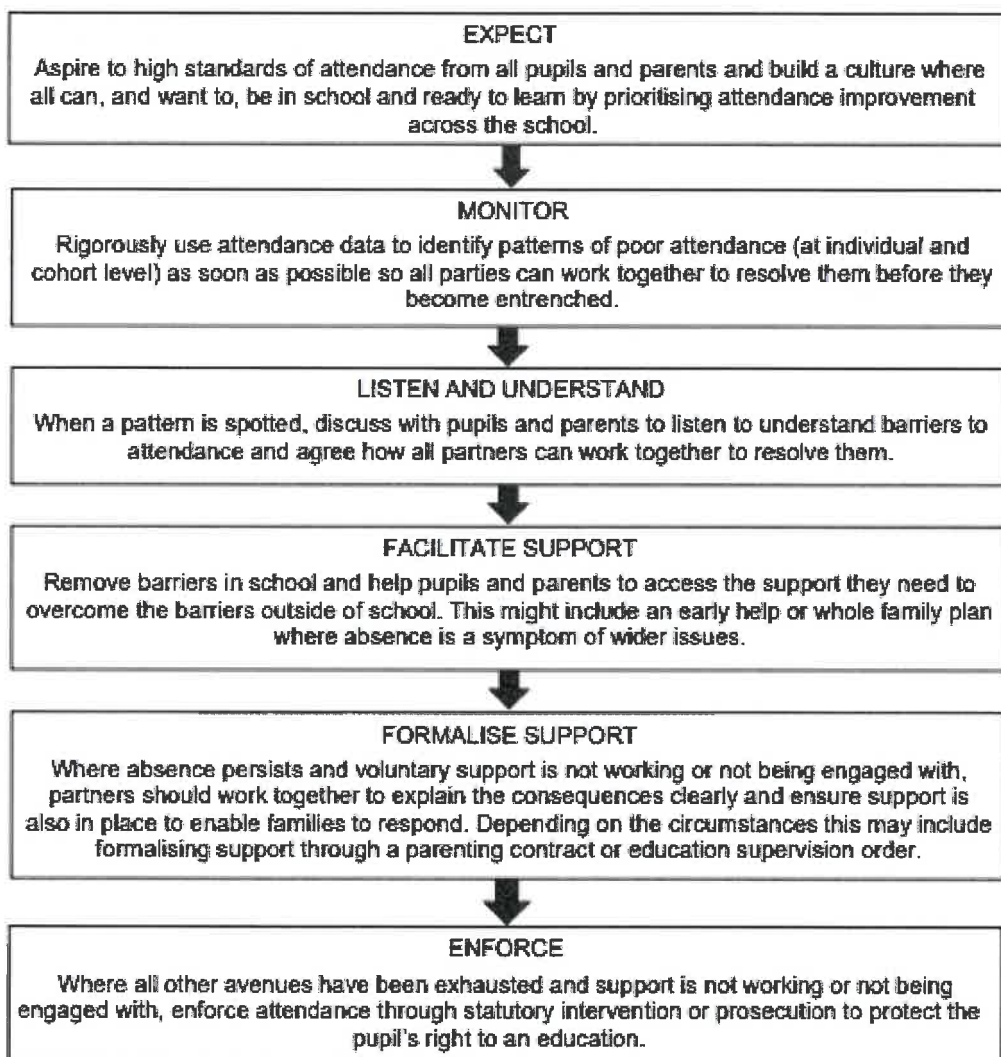
The attendance team work with everyone to improve school attendance and create an ethos of 'Every school Day Matters'.

The attendance team will meet termly. The purpose of this Targeted Attendance Support Meeting will be to discuss:

- ❖ The school improvement plan objectives linked to attendance
- ❖ The targets and outcomes identified in the school attendance action plan
- ❖ The whole school and cohort level attendance data
- ❖ Pupils considered to be persistently absent (less than 90%)
- ❖ Pupils on reduced timetables to ensure these are being reviewed and used for the shortest time necessary and not treated as some long-term solution
- ❖ Pupils accessing some of their learning off site, to ensure this is used as a short-term intervention to support a child re-engage in their learning
- ❖ Pupils considered to the persistent absentees (90% or less)
- ❖ Next steps for the school to progress towards excellence in attendance.



Working together to improve attendance we will:



The school will provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

Staff recognise that some pupils and families find it harder to maintain regular attendance and good punctuality as a result of medical needs, SEND and other exceptional circumstances and therefore will offer support to these families as required.

We seek to ensure that all our pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

All school staff work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school has a system of incentives and rewards that acknowledges the efforts of pupils to improve their attendance and timekeeping.



The behaviour of those pupils and parents who give low priority to attendance and punctuality will be challenged.

Upperby Primary School will communicate with pupils, parents and appropriate agencies to provide mutual information, advice and support. Parents/carers who have concerns about their child attending school will be supported appropriately.

School aims through this policy:

- ❖ To promote a child's 'right to an education'.
- ❖ To encourage all pupils to achieve their maximum potential.
- ❖ To increase the number of pupils with 100% attendance and encourage 95%-99% attenders to take steps towards 100% attendance.
- ❖ To reduce persistence absence and the number of pupils with less than 90% attendance
- ❖ To raise awareness of the importance of attendance and its impact on progress and attainment.
- ❖ To recognise and reward pupils who achieve more than 97% attendance during the school year.
- ❖ To give additional and special recognition to pupils who achieve 100% attendance.
- ❖ To encourage parents/carers to play a vital role in supporting the school and encouraging their child to reach good attendance levels.
- ❖ To monitor and track pupils' attendance and punctuality through effective systems.
- ❖ To utilise the information to support the school and parents to improve attendance.
- ❖ To address poor attendance through clear, consistent and effective procedures.

The Legal Position (Section 444 of the Education Act 1996)

- ❖ Parents must ensure that children of compulsory school age, who are registered at the school, attend regularly.
- ❖ The Cumberland Placement Team must provide a school place to parents who wish their child to be educated at school.
- ❖ The school must complete attendance registers at the beginning of the morning and afternoon sessions.
- ❖ The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- ❖ Failure by parents to ensure the regular attendance at school of a registered pupil is an offence.
- ❖ Attendance will be recorded in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.
- ❖ Ensure parents are informed that school attendance is mandatory for all pupils unless following clinical or pupil health advice and the usual rules on school attendance apply, including:



- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school, and they are of compulsory age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
- recording attendance in line with requirements, following up absence and reporting children missing in education to the local authority.
- ❖ An 'I' code will continue to be used for illnesses.
- ❖ The school will continue to follow DFE guidance and advice with regards to what should be included in pupils' attendance records in end of year reports.

Attendance Response

Desired Outcome – For every child to be in school every day and on time.

To reach this outcome, we must support all children.

- ❖ We need to support our 100% attenders to remain 100% attenders.
- ❖ We need to support our 95%-99% attenders to raise their attendance and get as close to 100% as possible.
- ❖ We need to challenge the attendance of pupils with less than 95%, to remind parents of their duty to ensure their child is in full time education and offer support to prevent further absences in the future.

Upperby Primary School will follow a graduated approach for our irregular attendance to ensure we assess why they are not attending regularly, create a plan to support improvement in attendance, implement the plan and review to see if improvements have been made (see appendix 1).

As part of our 'Assess, Plan, Do, Review' cycle school:

- ❖ Challenge all non-school attendance.
- ❖ Identify target groups for punctuality calls and home visits.
- ❖ Identify vulnerable pupils who will be nurtured and rewarded for attendance by staff.
- ❖ Teachers and support staff to provide pupils with the correct information for them to be able to follow and sequence of lessons.
- ❖ Persistent absence – offer parents an opportunity to meet informally and complete a monitoring plan – refusal to be used as a way of insisting that if all is well then their child needs to be in school.
 - Continued absence offer an informal meeting and monitoring plan again.
 - Inform parents that a monitoring plan will be started on their behalf and they can come in to discuss any problems.
 - Complete and present a monitoring plan to parents.
- ❖ All families will follow this process when there are concerns about non-school attendance:
 - Step 1 – Initial phone call to parents expressing concern about child's attendance, including their child's attendance certificate.



- Step 2 – If there has been no improvement in attendance since initial concerns phone call; parents will be invited to school for a supportive meeting to discuss the barriers to attendance. If parents fail to attend this meeting the meeting will go ahead in the parent's absence with a letter sent home with the outcome of the meeting. School will continue to monitor attendance.
- Step 3 – Invite parents to a School Attendance Meeting to formalise support via a home/school agreement. LA representative may be present at this meeting.

At the end of this Academic year, Parent/Carers will have been notified of their child's attendance, and where attendance is a concern, this will be monitored closely in September, and your child will be part of the 'Achieving Excellence Attendance' Intervention group.

EXPECTATIONS

What parents/carers and pupils can expect of the school:

- ❖ A broad, balanced education that is dependent upon regular attendance at school.
- ❖ The encouragement and promotion of good attendance through assemblies and rewards.
- ❖ School based support to address barriers to school attendance and punctuality.
- ❖ Regular monitoring and accurate recording of attendance.
- ❖ Prompt action to be taken where problems are identified.
- ❖ Close liaison with external agencies where appropriate to assist and support pupils and their families.
- ❖ Regular communication with parents/carers.
- ❖ Attendance Policy available on the school website.
- ❖ The school works within the framework of the Cumberland Council 'School Guidance for the management of attendance'.

What the school expects of our pupils:

- ❖ Go to bed on time and ensure a good night's sleep.
- ❖ Have a good morning routine that allows you to leave the house on time.
- ❖ Have all your equipment and books ready for the day.
- ❖ Arrive to school on time.
- ❖ Build your resilience, you can attend with a headache, period pains, stomach-ache.
- ❖ Engage in your lessons.
- ❖ Be polite and courteous to staff and other pupils.
- ❖ Speak to school staff if something stops you from attending regularly.
- ❖ Ask for support at the earliest opportunity.
- ❖ Let your parent/carer or school staff know if you are feeling anxious about something.



- ❖ Not to ask your parents/carer for the day off.
- ❖ To work towards a target of at least 97% attendance.

Parents and carers have a responsibility to ensure:

- ❖ Their child attends school, on time and ready to learn (recognising that every child has a 'right to an education').
- ❖ They contact school at the earliest opportunity if their child is too unwell to attend.
- ❖ They are open and honest with school staff, providing the reason for absence. □ They work with the school to seek appropriate support.

We expect parents and carers to:

- ❖ Take responsibility for ensuring their child attends school, on time and ready to learn.
- ❖ Speak to school if their child is feeling slightly unwell, and be assured school will contact them if the child is feeling worse.
- ❖ Ensure if one child is unwell, their siblings continue to attend school.
- ❖ Book non-urgent appointments outside of school hours.
- ❖ Not book holidays in term-time.
- ❖ Not request term-time leave unless for exceptional circumstances (for example a funeral or music examination).
- ❖ Have good morning routines to ensure their child arrives at school on time.
- ❖ Have good evening routines and promote good sleep hygiene for their children. □ Ask for support at the earliest opportunity.
- ❖ To talk to school about concerns they have about their child's needs and work with the school to address them.
- ❖ Build resilience to allow their child to attend with headache, period pains, etc.
- ❖ Bring the child's medicine into school to ensure the child can continue to attend.
- ❖ Where a school move has been agreed, ensure their child continues to attend their current school until they start their new school.
- ❖ To work in partnership with the school to promote good attendance if their child is struggling to attend or wants a 'day off' rather than agree absence.
- ❖ To report any absences to the school office by 8.45am each day via the telephone. *It is a legal requirement of parents to inform school of a child's absence on the first day and the third day of if they absence continues.*

Term Time Leave

All requests for term time leave must be made to the Head Teacher on the Term Time Leave Request Form, available from the school office or website. A return date must be provided, and a prompt return is essential.

Only in exceptional circumstances will leave be authorised.



If queries are raised about any term time leave, parents may be asked to provide evidence of the days taken e.g. flight tickets or accommodation receipts.

If the school has reason to believe that a term time leave has been taken without request, it is the parent's responsibility to prove otherwise. (Doctors appointment card, proof of medication, etc.)

The school will monitor and record attendance using the following registration system:

Registers

Arrival and departure times are listed below:

- ❖ Nursery: 8.45am – 11.45am and 12.30pm – 3.30pm
- ❖ Reception - Year 6: 8.35 to 8.45am-Gates Close School Day Ends – 3.15pm

Registers will be completed each morning and afternoon in each class within 20 minutes of the allocated time of arrival.

Attendance will be recorded on the agreed system (Scholar Pack) and monitored daily by the Office Administrator. The Attendance and Pastoral Lead and DSL will monitor attendance on a weekly basis.

Class teachers will enter a present mark (/). Any child who is not present when the register is taken by the class teacher will be marked as being absent (N) until a reason is provided for their late arrival, or school have been notified of the reason for the absence.

Any child arriving after their allocated arrival time must report to the office. Registers close at 9.20am and any pupil who arrives after this time will be marked as being late (L). After 9.30am, any child arriving late will be marked as 'later after registers close' (U – unauthorised absence), unless proof of a medical appointment is presented to the school office.

Electronic Registers are used by all classes, with fire registers being kept for each class by the school office.

Reduced Timetables

It is expected that all means are used to ensure that children are supported to safely be in school. For some children, this may require a Reduced Timetable to be considered for a very short notice of time. This must be agreed with the parents and follow Local Authority guidance which requires it to be reviewed every 8 weeks and an integration plan put into place.

The school will respond to lateness in the following ways:

Persistent lateness is addressed with families as soon as it becomes apparent. Initially, a letter will be sent home, informing parents of how many minutes their child has missed of learning. If



there is no marked improvement, they will be invited in for a meeting to discuss the barriers to punctual school attendance, offering support/sign posting accordingly. School monitors persistent lateness each half term and pupils are tracked year on year.

Roles and Responsibilities

Governors

- ❖ Maintain an overview of attendance through reports from the HT and the LA via the HT report.
- ❖ Have a named governor with responsibility for attendance.

Head teacher and Deputy Head

- ❖ Has overall responsibility for attendance within school.
- ❖ Has responsibility for reviewing and updating the Attendance Policy in line with local/national changes.
- ❖ Provides advice and support to school staff regarding attendance and punctuality issues.
- ❖ Liaises with the named governor and LA.
- ❖ Works with colleagues to implement targets, review statistics and amend the policy as necessary.
- ❖ Works with other schools and agencies to promote attendance and punctuality within the Cluster of schools/ PHA.
- ❖ Has responsibility for monitoring progress of Looked After Children by the LA.
- ❖ Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education.
- ❖ The School has been given authorisation from the Child Missing in Education (CME) Team to remove a child from role when the child has been continuously absent for a period of not less than 20 school days, absence has been unauthorised and both the school and local authority have been unable, after reasonable enquiries, to ascertain where the child is.

Class Teachers and Teaching Assistants

- ❖ Accurately mark registers using appropriate codes, in line with Education (Pupil Registration) Regulations 2006.
- ❖ Ensure office staff receive notes from parents promptly.
- ❖ Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a pupil.
- ❖ Promote good attendance and punctuality within the classroom and the school.
- ❖ Share any concerns over attendance with the Attendance and Pastoral Lead.
- ❖ Use half termly data provided to target and support pupils with poor attendance, addressing gaps in learning and nurture to promote school attendance.



Office Administrator

- ❖ Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2006.
- ❖ Maintain Scholar Pack attendance database.
- ❖ Ensure correct codes are allocated for absences.
- ❖ Where specific need has been highlighted, ensure medical evidence is requested and followed up.
- ❖ Keep an updated list of children walking to school on their own, ensuring they receive a contact call in case of absence before 9.15am.
- ❖ Provide reports from Scholar Pack to governors each term through Headteacher report.
- ❖ Provide weekly reports to the Attendance and pastoral Lead/Deputy Headteacher.
 - ❖ Identify vulnerable children (falling attendance) and agree a course of action.
- ❖ Provide relevant information to LA officers making contact with families regarding attendance and punctuality.
- ❖ Have responsibility for investigating and, where necessary, reporting incidents of the children Missing from Education.
- ❖ Have responsibility for ensuring parents/carers have access to accurate information and forms.
- ❖ Have responsibility for ensuring requests for term time leave are dealt with in a timely and effective manner in line with the school policy on attendance.
- ❖ Use the half termly data provided by the Attendance Champion to target and support pupils with poor attendance, addressing gaps in learning and nurture to promote school attendance.

Attendance Team

- ❖ Liaise with staff in school and other offices of the LA to promote good attendance and punctuality within the school, Cluster schools and wider community.
- ❖ Support the school to develop whole school strategies relating to attendance and inclusion.
 - Offering advice, analysis and monitoring of attendance issues.
- ❖ Work with school staff regarding pupil's affected by low attendance identified by the LA's database discuss and agree appropriate course of action when necessary.

