

Ainderby Steeple CE Primary School

Attendance Procedures



Rationale

School Staff, Governors, Dales Academy Trust and North Yorkshire Local Authority (LA) believe that attendance at Ainderby Steeple CE Primary School is highly important and that any absence can lead to poor progress and under-achievement, therefore daily attendance at school is expected from all our pupils. We aim to provide a welcoming, safe and caring environment in which each pupil is valued and supported. We strive to build and maintain effective partnerships between the school and its parents, external support agencies and the wider community to encourage regular attendance at school. Our school vision statement supports the school's drive of prioritising attendance and enabling our children to love, learn and grow together.



Our children need to attend school regularly in order to love, learn and grow together.

School Expectations

Ainderby Steeple CE Primary School expects the following from its students:

- All pupils attend school with the specific aim of reaching at least 96% attendance in the given year
- All pupils arrive on time, appropriately dressed and prepared for the day, with all necessary equipment

Parents and Carers

Ainderby Steeple CE School expects the following from the parents and carers of students:

- Encourage their children to attend school
- Contact the school office as soon as possible, preferably by telephone, whenever their child is unable to attend school
- Ensure their child is appropriately dressed, taking account of the school uniform policy
- Ensure their child arrives in school well prepared for the school day with any homework completed

School

Students, Parents and Carers can expect the following from Ainderby Steeple CE Primary School:



- Regular, efficient and accurate recording of pupil attendance and time keeping
- Contact from school (as soon as possible during the same day) when a student fails to attend without reason and no contact has been made by the parent/carer
- Early contact with parents when a student fails to attend without good reason, or there is a pattern of absences or an excessive number of absences or lateness
- An initial warning letter (Letter 2) will be sent and a 10-day monitoring period started. If there is no improvement in attendance an Attendance Panel Meeting will be held with parents/carers, Class Teacher and the Headteacher. If attendance fails to improve a referral will be made to the Local Authority and legal proceedings may commence

Absence Due to Student Illness or Appointments

Parents are requested to inform the school by **telephone** on the first day of absence due to illness. School should be informed by telephone, email or letter as soon as possible if a child is to be absent for attendance at a doctor, dentist or hospital appointment. If a child becomes ill during school hours, we will contact parents as soon as possible. **Parents/carers must ensure that we have up to date details of home and work contact numbers, as well as an emergency contact person in case they are unavailable.**

Leave of Absence During Term Time

Absence for any reason during term time interrupts a child's education and disrupts progress. The Law says that parents/carers do not have the right to take their children out of school for a holiday during term time. Special permission must be sought for any holidays taken during term time and a holiday form must be completed in advance. From September 2013, Headteachers do not have any discretion to authorise any leave of absence during term time unless there are exceptional circumstances. Consideration of circumstances will be given on an individual basis, but "normal" family holidays will not be authorised. Where a student is taken out of school for the purposes of a holiday during term time, The Education Social Work Service may issue penalty notices to each parent who fails to ensure regular attendance at school. Parents must pay £60 if they pay within 21 days, or £120 within 28 days. If the penalty notice is not paid after 42 days, the Local Authority will commence legal proceedings under section 444 of the 1996 Education Act.

Children Missing Education (CME)

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any Special Educational Needs they may have. The Local Authority has a duty to meet the requirements and responsibilities from within the Children Missing Education – Statutory Guidance for local authorities (DfE Sept 2016) and comply with its duties under Section 436A of the Education Act 1996 by having in place arrangements to identify Children Missing Education. To assist in its duties, North Yorkshire County Council (NYCC) has developed a Children Missing Education Protocol, which is shared with all

partners and stakeholders. To ensure the Authority's appropriate response to CME referrals, there are two separate pathways identified in the Protocol as follows:

1. Children Missing Education - whereabouts or destination school not known.

These are children who may have ceased attending the school or alternative provision where they are a registered student and/or whose families are likely to have left the county or have moved abroad.



2. Children Missing Education - not in receipt of a suitable education. These are children who are found to be living in the locality but are not registered at a school or have not taken up their offered educational placement. This also includes children who are not regularly attending the school or alternative provision where they are a registered student or are not in receipt of a suitable education otherwise (i.e. Elective Home Education). All the above children can be at significant risk of underachieving, and in later life becoming NEET (not in education, employment or training). Children going missing, particularly repeatedly, can also act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage

Tracking and Monitoring

Information sharing between parents, schools, the community and the Local Authority is crucial to ensure that those children who are missing education are kept safe and receive the education they are entitled to. The Local Authority has effective tracking and enquiry systems in place and an appointed named person (CME Co-ordinator) to whom schools, other agencies and the public can make referrals if concerned about a child missing education. Information relating to children who may be missing education or have been or are about to be taken off a school roll at a non-standard transition point is captured from schools on a daily basis utilising Group call, or by a manual referral from schools to the CME Co-ordinator. Joint reasonable enquiries can be made as quickly as possible by schools and the LA to identify where the family is and what support is needed. Services such as the Admissions Team, Children & Families Services (referrals through MAST), and Locality SEND Hubs can support children & young people to re-engage with their education. Joint working arrangements are also in place with agencies and services such as, Housing, Council Tax, HMRC, Health, the Police, and other Local Authorities to locate and support children and their families. Information is also shared within NYCC safeguarding processes such as the (M)ulti (A)gency (C)hild (E)xploitation, Runaway and Missing from Home or Care and Private Fostering groups.

Other LA Responsibilities

The Local Authority also has other duties and powers to support their work on CME which include:

- Safeguarding children's welfare and the duty to protect them from harm and neglect
- Making arrangements to establish (wherever possible) the identities of children in the area who are not registered students at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- Serving Notices (1st Notice and Imminent Order) and issuing a School Attendance Order to parents who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise.

- Pursuing a prosecution and/or an Education Supervision Order for those who do not comply with the School Attendance Order
- Issuing a Penalty Notice, pursuing an Education Supervision Order or prosecution of parent/s who fail to ensure that their child attends regularly at the school, or alternative educational provision, where they are a registered student
- Arranging education for permanently excluded students from the sixth day



Education Enforcement Officer – North Yorkshire County Council:

Julie.parrish@northyorks.gov.uk

01609 798013

CME Officer Officer – North Yorkshire County Council:

cme.coordinator@northyorks.gov.uk

01609532477

How we Promote Positive Attendance at Ainderby Steeple CofE School

To support and promote positive attendance at Ainderby we offer several reward incentives.

Class Weekly Attendance Award

The **class** with the highest weekly attendance obtains a personalised class reward. Pupils and the class teacher can design this award. This award is shared with pupils at the Celebration Assembly. Class attendance is also published weekly on the Headteacher Newsletter.

Half Termly Attendance Reward

All **pupils** with 100% attendance for a half term will receive a pupil certificate and this will be presented at the Celebration Assembly. There will also be the opportunity to obtain a lucky dip item. Pupils will have six attempts in total to obtain this award during the academic year; this supports any child who has a genuine period of absence.

The **class** with the highest half termly attendance will receive an additional playtime or creative activity of their choice.

Termly Attendance Award

All pupils obtaining 100% attendance for the term will receive a stationery reward. This will be presented at the Celebration Assembly. The **class** with the highest termly attendance will receive a dvd and popcorn afternoon. The time this is to be issued will be at the discretion of the class teacher. Pupils will have three attempts in total to obtain this award during the academic year; this supports any child who has a genuine period of absence.

Annual Attendance Award

All pupils obtaining 100% attendance for the year will receive a reading book voucher or reading for pleasure book of their choice.



Procedure for Lateness – Ainderby Steeple CofE Primary School

Registration 9.00am

- Registers taken by Teachers at 9.00am.

Late Children

- Children entering school after 9.00am, enter through the School Main Entrance and will be greeted by the School Administrator. If pupils arrive after 9.05am an 'L' code will be used to indicate lateness - this will be logged on Bromcom.
- if they arrive after 9.30am a 'U' will be added on Bromcom to indicate unauthorised absence for the morning session.

Late Report

- Report of late attendees is printed by the Office Administrator at the end of every week. This report is shared with the Headteacher and Safeguarding Team.

Late Letter

- After two or more occasions within a week of continued lateness, a letter will be sent out to parents/carers. (Letter 1)

Monitoring

- Continuous lateness monitoring will take place by all professionals including: Class Teacher, Administrator, Safeguarding Team and Head Teacher.

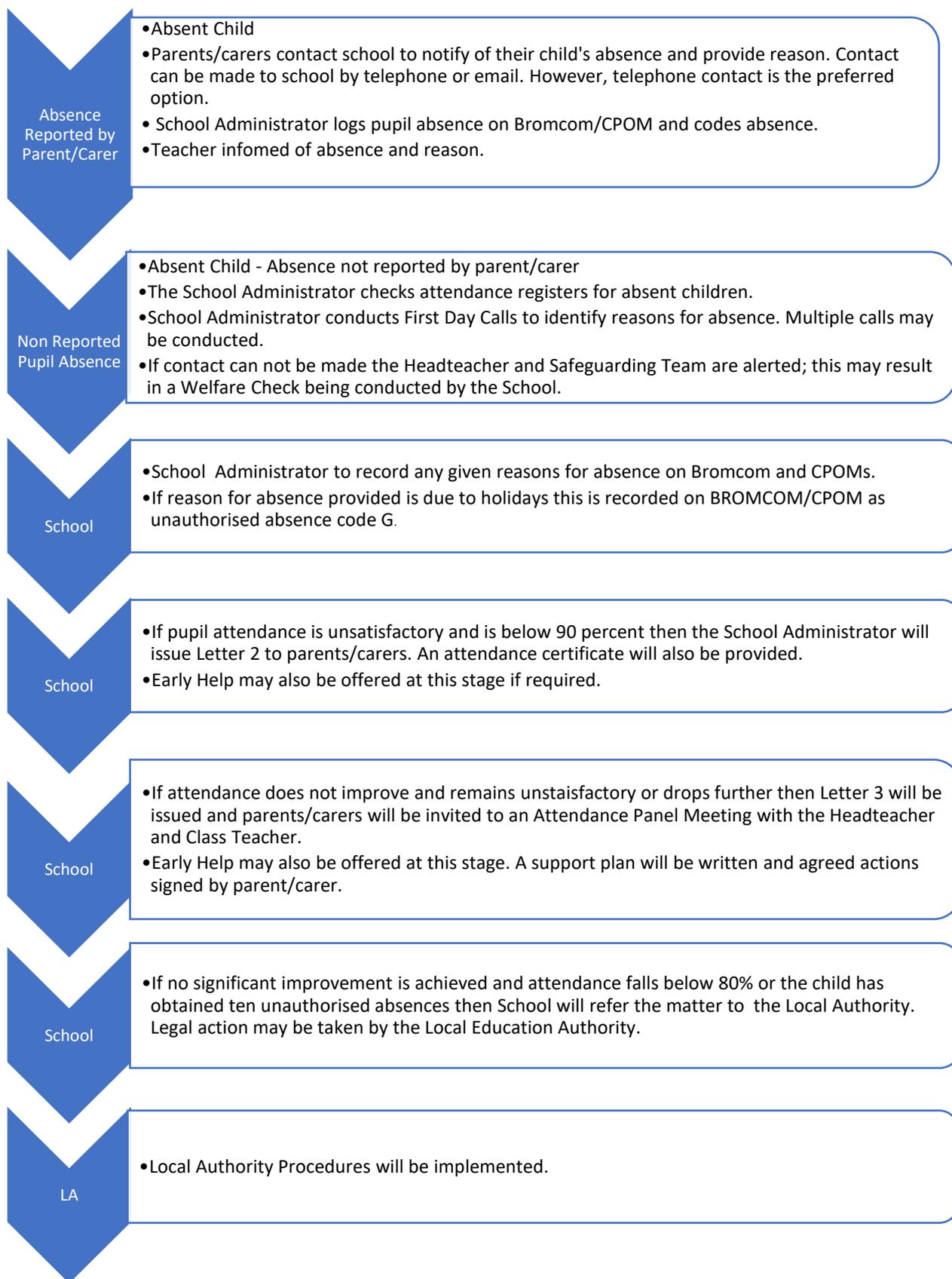
Continued Lateness

- If lateness continues a second letter will be issued and parents/carers will be invited to meet with the Head Teacher and Class Teacher. (Letter 1 - Second Issue)

LA

- If a child obtains 10 unauthorised absences (U codes) then this will be referred to the Local Education Authority.
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Procedure for Attendance – Ainderby Steeple CofE School



Letter 1 - Late

Date:

Dear Mr/Mrs/Ms

Name:

D.o.b:

School:

Please find enclosed a copy of your child's registration certificate. There are concerns regarding the amount of times your child is registered as late for school.

Please note that arrival after the close of registration (time) is classed as an unauthorised absence. Under the Education (Pupil Registration) (England) Regulations 2006 these absences can be used as evidence against you if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.

National statistics show that poor time keeping seriously affects a young person's chance of achieving their full potential. Arriving late may mean that your child misses important instructions for the day and can lead to feelings of isolation and disengagement from learning.

I hope that you will make the necessary arrangements to ensure that your child arrives at school on time in the future.

Yours sincerely,

School Staff

Letter 2 – Initial Warning

Date:

Dear Mr/Mrs/Ms

Name :

D.o.b:

School :

I wish to draw your attention to the enclosed registration certificate for your child. He/she has only achieved % attendance so far this academic year. As an acceptable level of attendance is a minimum of%,(school target) the school are concerned about this level of absence.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue. You as parent are legally responsible to ensure that his/her regular and punctual attendance is maintained.

We understand there may at times be unavoidable and genuine reasons for your child's absence. The school should be informed of this as soon as possible.

However, if your child continues to have absences from school, you may be requested to provide medical or other evidence before any further absence can be authorised. Medical evidence can be in the form of a doctor's note, appointment card or prescription.

Should you have any queries, or require further support, please do not hesitate to contact me on the above telephone number.

Yours sincerely,

School Staff

Letter 3 – Attendance Panel Meeting Letter

Date:

Dear Mr/Mrs/Ms

Name:

Dob:

School:

There are concerns regarding your child's attendance this current academic year, which currently stands at%. This level of attendance is below the threshold by which the Department for Education (DfE) defines a pupil as being a persistent absentee (90% and below). This can seriously affect your child's academic progress if allowed to continue.

All parents who have children of compulsory school age have a legal responsibility to ensure that they receive an efficient education.

Parents whose children are registered at this school are therefore responsible for ensuring that they attend regularly, punctually and stay in school during school hours. Failure to do so is an offence under Section 444 of the Education Act 1996.

I would like to meet with you to discuss this matter further and look at ways we can work together to improve the situation. Would you therefore please contact school on the above telephone number to arrange a mutually convenient time. Thank you.

Yours sincerely,

School staff

Written by	Rachel Peart
Ratified by Governors	July 2022
Date for Review	July 2024
Signed – Head Teacher	<i>Rachel Peart</i>
Signed - Chair of Governors	John Kelly