

The Bourne Partnership

Attendance Policy Shipbourne School

Signed Executive Headteacher	Date 14 th September 2022
Signed Head of School	Date for Review 20 th September 2023

Statement of Intent

The Bourne Partnership is committed to the continuous raising of achievement of all pupils. Regular attendance is critical if pupils are to be successful and benefit from the opportunities presented to them.

One of the Partnerships basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. Within the Partnership we actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Heads of School and Staff, in partnership with parents, have a duty to promote full attendance within The Bourne Partnership.

Parental Responsibility

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Full attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parent's responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.

At Shipbourne School, pupils are expected to arrive by 8:45 am. All pupils that arrive late (after 8.50 am) must report, with their parent to the school office where the reason for lateness is recorded. The day finishes at 3.15pm for all pupils and early finishes should only be requested in exceptional circumstances. If refused, this will be entered as an unauthorised absence.

The Role of the School Staff

The Head of School has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present, absent or late. The class teacher notifies the School Secretary of children whose attendance is causing concern.

It is the responsibility of the School Secretary (Attendance Officer) to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised
- The appropriate attendance code is entered into the register (National Attendance Codes)

- Parents informed termly of child's attendance figure

Timeline of School Action for Low Attendance

At Shipbourne Primary School:

- 95 - 90% attendance - monitored by Head of School
- Below 90% - Letter to parents requesting meeting. If situation does not improve, Head of School advise Attendance Service of child's attendance and consider Attendance Service or Penalty Notice where the absences have not been authorised.

Please refer to Appendix 10 for guidance on what work should be undertaken by the school prior to referral.

Children Missing Education

No child may be removed from the school roll without consultation between the Head of School and the Attendance Service. Where a child is missing from education, Local Authority guidance should be followed.

Lateness

At Shipbourne School, the attendance register is taken in class at 8:45am – 8.50am and 1:15pm – 1:20 pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9:30 am and 1:45 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness will be discussed with parents by the attendance officer and the Head of School or member of the Senior Leadership Team and may be referred to the Education Welfare Officer (EWO). It can provide grounds for prosecution or Penalty Notice.

Penalty Notice Proceedings for Lateness

- 10 incidents of late arrival after the registers have closed in a term may lead to a Penalty Notice Warning Letter
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue, AS may instigate court proceedings

Authorising Absence

Only the Head of School can authorise absence for approved reasons. Where there is doubt, the Head of School, on behalf of the governing body, should take a consistent approach. The absence must be unavoidable. The Head of School is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and school.

The following reasons are examples of the kinds of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family holidays

Attendance and Lateness

If a new pupil has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held. The school has a 'five-step' approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and discuss each case carefully.

School Action

Where there is no improvement in a pupil's attendance and/or there is at least 10 sessions (5 days) absence in a term the school will consult with the LA Attendance Service.

- The Head of School monitors pupil attendance at Shipbourne Primary School
- Head of School and Attendance Service recommended actions may include:
 - Monitoring
 - Referral letter
 - In-school Parent meetings (to offer support e.g. via Early Help)
 - Home visits
 - Potential raising of penalties

Penalty Notices for Poor Attendance

- **Penalty Notices are issued in accordance with the Attendance Service Code of Conduct.**
- The Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Penalty Notices will be issued in the following circumstances:

- Truancy

- Parentally-condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be paid within 28 days, and reduced if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head of School's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that a child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- for religious observance
- due to failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head of School may authorise in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head of School, acting on behalf of the Governing Body (education (pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head of School's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional Circumstances – Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. An "exceptional circumstance" would have to be defined as an unavoidable cause e.g., a one-off emergency situation which prevents the child from attending school.

Requests for holidays in term time will not be authorised.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice to each parents for each child taken out of school.

Penalty Notice Proceedings for Unauthorised Leave

- Penalty Notices are issued in accordance with the Attendance Service Code of Conduct
- Attendance Service receives a request to issue a Penalty Notice for unauthorised leave of 10 or more school sessions (5days)

- Attendance Service issue Penalty Notice(s) (one per parents per child)
- If a Penalty Notice(s) is/are not paid within 28 days of issue, Attendance Service may instigate court proceedings.

Appendix 1 Leave of absence refusal letter

Appendix 2 Traveller Absence

Appendix 3 Traveller Absence

Appendix 4 Excessive late letter 'L'

Appendix 5 Excessive late letter 'U'

Appendix 6 Excessive absence letter

Appendix 6 Meeting letter

Appendix 8 Penalty Notice information

Appendix 9 Penalty Notice Warning Letter

Appendix 10 School Based Intervention Flow Chart
Appendix 1

Appendix 1

Dear «Name»

Request for leave during Term-Time ((Child's Name))

I have received your request to take ((Name)) out of school for a family holiday between ((Date)) and ((Date)), a total of ((number)) school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head of School's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

1. agreement to each request is at my discretion, acting on behalf of the Governing body
2. each case will be judged on its merits
3. my decision is final
4. leave cannot be authorised retrospectively

I have carefully considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take ((name)) out of school I will make a request for a Penalty Notice.

Or

You failed to apply in advance for permission for ((name)) to be absent from school. As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £XXX to be paid within 28 days, reduced to £XX if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely,

Head of School

Appendix 2

Dear ((Name))

Traveller Absence

I am writing to say how concerned I am over the number of times ((name)) has been absent from school. Since ((Date)), Name has missed ((Number)) half day sessions achieving an overall attendance rate of ((number)) %.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Attendance Service if ((Name)) 's attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances.

If ((Name)) attendance does not improve and a referral is made to the Attendance Service, you could be prosecuted in the Magistrates' Court unless you can prove that:

1. the child has no fixed abode
2. because of the nature of your trade or business (work) you have to travel from place to place and your child has attended school as often as possible
3. your child has attended for at least 200 sessions in the past 12 months (for children aged 6 years and over)

If you would like to speak to me about ((name)'s attendance. Please telephone the school to make an appointment.

Yours sincerely,

Head of School

Appendix 3

Dear ((Name))

Thank you for contacting me to say that ((name)) will be absent from school from ((Date)) as you will be travelling due to your work.

The law allows me to authorise ((Name))'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when ((Name)) is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer ((Name)) to the Local Authority as a child Missing in Education.

After 20 days absence, the Local Authority will give permission to take ((Name))'s name off the school roll and you will have to re-apply for a school place when you return.

Your sincerely

Head of School

Appendix 4

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been late to school. I attach for your information a summary of attendance indicating the days «Name» was late.

At «Name» school the register is taken at «Time» am and at «Time» pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for them.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us. Should «Name»'s punctuality however continue to be a cause for concern I will need to inform the school's Education Welfare Officer.

Yours sincerely,

Head of School

Appendix 5

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has arrived after the register has been closed. I attach for your information a summary of attendance indicating the days «Name» was late. (code U)

At «Name» school the register is taken at «Time» am and is closed at «Time» am for the morning session and taken again at «Time» pm and closed at «Time» pm for the afternoon session. Pupils that arrive after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral to a Penalty Notice or a referral to the Education Welfare Officer for further action and possible prosecution.

Yours sincerely,

Head of School

Appendix 6

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been absent from school. I attach for your information a summary of attendance indicating the days «Name» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «Name»'s attendance. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Head of School

Appendix 7

Dear (Name)

Re: (Pupil's Name)

Despite previous attempts to advise you, I note with concern that your child's attendance at school has made no significant improvement. (Pupil's name)'s attendance at school is currently (%). This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in (pupil's name)'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence. If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for at It is imperative that you and attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by

.....

If this appointment is inconvenient, I would be grateful if you could contact me on «Telephone number» so that a mutually convenient time can be arranged.

If you do not attend this meeting and 's absence continues to deteriorate, a referral may be made to the Attendance Service.

Thank you for your co-operation.

Yours sincerely

Head of School
The School

Appendix 8

Dear Parent/Carer

Penalty Notices for Unauthorised Absence

From February 2005, **Kent Local Authority (LA)** introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a current term.

As you can see from the above we take this opportunity to remind parents (in a nonthreatening way) the expectations placed upon schools from now on. Please therefore continue to read the letter and we appreciate your support in this initiative.

The following circumstances will be considered as appropriate reasons for the issuing Penalty Notices:

- Truancy including truancy sweeps
- Parentally-condoned absences
- Holidays in term time
- Delayed return from extended holidays
- Persistent lateness after the register has closed

On receipt of the Notice, the penalty will be £120 reduced to £60 if paid within 21 days. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the LA.

At The Bourne Partnership we consider attendance and these new legal powers very important, this is why we are bringing this to your attention.

Please ensure that your child attends school regularly and on time.

Yours sincerely

Head of School

ANTI-SOCIAL BEHAVIOUR ACT 2003 SECTION 23 PENALTY NOTICE FOR
UNAUTHORISED ABSENCE £60 PENALTY IF PAID
WITHIN 28 DAYS £120 PENALTY IF PAID AFTER 28 DAYS BUT
WITHIN 42 DAYS

Appendix 9

Dear

Re (Child's Name)

At The Bourne Partnership we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that **(Child's name)** has been absent from school for a total of () unauthorised sessions (**days**). In this regard I refer you to legislation regarding Penalty Notices.

'As from April 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a current term.'
A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached in a current term.

Should you wish to discuss this matter further please do not hesitate to contact
..... on

Yours sincerely

Head of School

School based absence intervention

