



Holdbrook School Primary and Nursery

Alexandra Way, Longcroft Drive, Waltham Cross, Herts, EN8 7QG

Tel: 01992 716789 Fax: 01992 716799

ATTENDANCE POLICY

Signature: Date:
Headteacher

Signature: Date:
Chair of Governors

Review Date: June 2018

MISSION STATEMENT

To provide our children with the ability to:

- Live and learn in a rich and diverse cultural world
- Aim for the highest possible achievement
- Take every opportunity to expand their experiences
- Be resilient to the challenges life may present
- Show respect for other people and the environment in which we live
- Find fulfilment in the friendships and experiences offered at Holdbrook School

Initial Statement

At **Holdbrook Primary School**, we want the whole school community - governors, staff, parents and pupils to be committed to high standards of attendance and punctuality. Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality. . **Holdbrook Primary School** aims to reduce Persistent Absence in order that all pupils are assisted in reaching their potential.

Holdbrook Primary School believes that good school attendance assists children and young people to achieve the following 5 outcomes:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

Section 7 of Education Act 1996 states

Duty of parents to secure education of children of compulsory school age.

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a)to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise

Target Setting/Monitoring

'Local authorities and schools should note they are no longer required to set targets for persistent absence and overall attendance respectively and the regulations will be amended accordingly. The Department however remains firmly of the view that unnecessary absence is unacceptable and must be prevented and tackled by schools.

The Department therefore expects all schools and local authorities to continue focusing on reducing overall absence, particularly unauthorised absence and persistent absence. Absence will continue to be monitored closely via the pupil level school census and the Secretary of State's power to require an individual school to set absence targets where a school's absence record is of particular concern is being retained.'

Expectations

The responsibility for good attendance is shared between the school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

The expectations for **Holdbrook Primary School** are:

| | |
|--|---------------------------------|
| Holdbrook Primary School will provide a safe learning environment. | All |
| Holdbrook Primary School will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis. | Classteachers/admin staff / AHT |
| Holdbrook Primary School will encourage good attendance and will investigate all unexplained and unjustified absence. | AHT and admin |
| Holdbrook Primary School staff will set a good example in matters of attendance and punctuality. | All |
| Holdbrook Primary School will follow up all instances of poor attendance and punctuality. | AHT and admin |
| Holdbrook Primary School will keep parents informed of their child's attendance/punctuality record. | AHT and admin |
| Holdbrook Primary School will work closely with parents should attendance or punctuality give cause for concern. | AHT and admin |

Holdbrook Primary School expectations for **parents** are:

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| Parents are legally responsible for ensuring their child's regular and punctual attendance. | Parents |
| Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. | Parents |
| Parents will inform school on the first day of absence, of the reason for their child's absence from school. | Telephoning school |

| | |
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| Parents will avoid arranging family holidays during term time. | Parents |
| Parents will maintain regular communication with school staff where necessary. | Parents / staff / SLT |
| Parents will ensure that school are informed of any changes of contact details. | Parents |

Holdbrook Primary School expectations for **pupils** are:

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| All pupils are expected to attend school and all of their lessons regularly and punctually. | Pupil and parents |
| Pupils must remember to hand any note giving reasons for absence to the relevant person. | Class teacher and pupil |
| Pupils are expected to be ready to learn. | |
| Pupils will not leave the school without being signed out by parent. | Parent / admin / SLT |

Doors open

- School doors open at 8.50 am. Pupils may enter the building at that time. Pupils should not arrive at school before 8.40 am unless attending Breakfast club that opens at 8:00.

Registration

- Registers are called at 8.55 am and 1.00 pm. Registers are marked consistently by staff.
- Registers will be marked in accordance with DfE guidance. See Absence and Attendance Codes January 2009, **Appendix A**

Lateness

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| Any pupil arriving after 9am will come in via the office and be recorded in the late register. | Staff |
| Entries in the late book will be transferred to the computerised registration system. | Admin |

In exceptional circumstances e.g. snow the school will authorise a late arrival after the registers have closed.

Following up Lateness

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| The names of pupils who arrive late will be given to the AHT. | admin |
| Parents, whose children are regularly late for school, will be contacted by the AHT who will work with the parent(s) to bring about an improvement in punctuality. | AHT |

Absences

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| Parents must provide an explanation for all absences from school. Parents should telephone and leave a message on the school absence line. | Parents |
| AHT will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent who authorises absence. | AHT / HT |
| Absence from school may be authorised if it is for the following reasons: <ul style="list-style-type: none"> • Sickness. • Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours. • Days of religious observance. • Exceptional family circumstances such as bereavement. | AHT / HT |

Authorised Absence

The school authorises absence for illness and exceptional circumstances where the parent has no other option but to take the child out e.g. family bereavements, extended overseas visit due to family circumstances.

Unauthorised Absence

The school will not authorise absence for:

- Holidays in term time.
- Shopping.
- Looking after siblings or parents who are unwell.
- Birthdays.

Following up Absences

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| Holdbrook Primary School follows up all absences from school | |
| If no reason has been provided for a pupil's absence by 9:30 am on the first day of absence, a parent of the pupil will be contacted. | Admin |
| If no reason has been provided for a pupil's absence after 3 consecutive days, a phone call will be made to the parent by admin who regularly checks absences on SIMs. | Admin |
| If a pupil returns to school after an absence without an explanation from his/her parent, a letter requesting this will be sent to his/her parents. | Admin / AHT |
| Parents, whose children have more than 10% absence from school in a period of one term, will be contacted by AHT who will work with the parent(s) to bring about an improvement in attendance. If the absence is a result of one illness the child will only be monitored. | AHT |
| Pupils whose attendance is less than 90% the AHT will arrange a meeting with parents to discuss the concerns, plan actions, warn parents about no longer authorising absences and referral to the Attendance Improvement Officer. | AHT |
| If the pupil's attendance does not improve sufficiently, the pupil will be referred to the Attendance Improvement Officer | AHT |

If a pupil is likely to be absent for a long time due to illness the Assistant Head for Inclusion will be responsible for making a referral to Education Support Team for Medical Absence (ESTMA).

The Admin team with AHT is responsible for completing a removal from roll form to make Attendance and Pupil Support aware that a pupil has been taken off roll.

Leaving and returning to School during School Day

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| Parents must notify school staff if the pupil needs to leave the school site during the school day by signing the pupil out at the office. | Parent / admin / SLT |
| Parents must sign pupils back into school on their return. | Parent / admin / SLT |
| The signing in and out record will be the responsibility of Admin team in the event of fire. | Parent / admin / SLT |

First Day Response

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| Holdbrook Primary School uses First Day Response for all pupils | |
| First Day Response phone calls will be triggered by no parental message on the absence line. | admin |
| The Assistant Head for Inclusion is responsible for deciding whether to authorise absences notified through First Day Response in a weekly meeting with admin staff. | admin |
| The telephone contact list will be regularly updated. | admin |
| Registers will be updated with First Day Response information. | admin |
| The AHT is responsible for ensuring the quality and consistency of First Day Response calls- E.g. Are they challenging? | AHT |

Term Time Holidays - see Appendix B for more detail

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|---|---------|
| Holdbrook Primary School will not authorise family holidays during term time. | |
| Parents must request a family holiday during term time using the holiday request form even though the holiday will not be authorised. | Parents |
| A retrospective request for authorisation of a family holiday in term time will not be granted. | |

As previously stated, the school does not authorise holidays in term time. Requests can be made for authorised absence due to exceptional circumstances and, if in dispute, these are referred to the Chair of Governors for approval.

Penalty Notices

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| <p>At Holdbrook Primary School we expect parents to work with us to address attendance problems. If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in a term (including unauthorised holidays), the Head Teacher may ask the Local Authority to issue a Penalty Notice. The penalty is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days. If the penalty is not paid the Local Authority may prosecute the parents for their child's irregular attendance. To find out more about penalty notices, please visit www.thegrid.org.uk</p> | HT / AHT |
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Rewards

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| <p>Holdbrook Primary School rewards good attendance by:</p> <ul style="list-style-type: none">• Announcing Year group attendance in the Newsletter.• An attendance display in the library.• A yearly certificate for 99% attendance or above. | SLT |
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Integrated Working

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| <p>Holdbrook Primary School works with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance.</p> | AHT |
| <p>Holdbrook Primary School will demonstrate full commitment to integrated working by:</p> <ul style="list-style-type: none">• using the Common Assessment Framework.• sharing information.• encouraging staff to take on the role of Lead Professional.• working with other agencies and being part of 'teams around the family'. | AHT |

Working with the Attendance Improvement Officer (AIO)

Holdbrook Schools' Attendance Officer is currently Sally Stroud.

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| <p>Holdbrook Primary School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school.</p> | AHT |
| <p>Holdbrook Primary School provides information to enable the AIO to carry out an effective consultation visit and/or home visit.</p> | AHT |
| <p>Holdbrook Primary School will endeavour to ensure that any information which could assist the AIO to keep safe is given to them.</p> | AHT |
| <p>The Assistant Head teacher meets the AIO on an agreed schedule termly.</p> | AHT |
| <p>Holdbrook Primary School works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO the school will make a referral to Children, Schools and Families for the AIO to work with the family on a formal basis.</p> | AHT |

Publication of Information

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| Holdbrook Primary School shares information on individual pupils' attendance as necessary with parents, pupils and staff by written communication or discussion. | AHT / HT |
| Holdbrook Primary School will provide attendance information and statistics in each newsletter. | DHT |
| Holdbrook Primary School will have attendance as a standing item on the agenda of school Governors' meetings | HT / AHT |
| Pupils will be informed about the importance of school attendance through assemblies, presentations by visiting professionals, statistics, a display in the library. | HT |
| The Assistant Head for Inclusion will be responsible for ensuring that data collected by DfE is accurate. | AHT |

- New parents informed of school's ethos on attendance and punctuality in their Reception Induction and admission discussion. The revised Attendance policy is available on the school's website along with other Attendance information.
- Staff are informed of changes to the School Attendance Policy through staff meetings/ e-mail communication.
- Our Bilingual Teaching Assistants can inform parents of attendance issues if their first language is not English and the Assistant Head for Inclusion works with parents who are not able to read.

APPENDIX A

NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

January 2009

| CODE | DESCRIPTION | MEANING |
|------|--|-------------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| D | Dual registration (i.e. present at another school or PRU) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| G | Family holiday (NOT agreed <u>or</u> days in excess of agreement) | Unauthorised absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |
| M | Medical/Dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Other unauthorised absence (not covered by other codes or descriptions) | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Day set aside exclusively for religious observance | Authorised absence |
| S | Study leave | Authorised absence |
| T | Traveller absence | Authorised absence |
| U | Late and arrived after the registers closed | Unauthorised absence |
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience (not work based training) | Approved Education Activity |
| X | Untimetabled sessions for non-compulsory school age pupils | Not counted in possible attendances |
| Z | Pupil not yet on roll | Not counted in possible attendances |
| # | School closed to all pupils | Not counted in possible attendances |

Further information on the correct use of these symbols can be found at:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendancedata/a0010008/pupil-registration-regulations-and-guidance>

from which a Word document entitled **Absence Data - Absence and Attendance codes, January 2009** can be downloaded.

OTHER CIRCUMSTANCES

Occasionally, parents/carers may advise schools that they need to take their child away from school for a period of time and that they do not know the date of return. An example might be when a close relative, living at a distance from the family, is dying.

Schools should consider whether these absences should be regarded as 'family holidays' or as an ordinary absence from school and should always make sure they have contact details for the parents, **including an address to which letters can be sent at their destination.**

If they are to be regarded as an absence, not a holiday, the school should decide if the absence can be authorised. Code 'C' (Other authorised circumstances (not covered by another appropriate code/description)), is for exceptional occasions which may warrant leave of absence. Schools should consider each request individually taking the following into account:

- the nature of the event for which leave is sought;
- its frequency (is it a one-off, or likely to become a regular occurrence?);
- whether the parent gave advance notice; and
- the pupil's overall attendance pattern.

Examples might include special occasions such as attending the wedding of a family member, family bereavement and prison visits.

If the absence is prolonged, schools should read **Statutory Instrument No. 1751 The Education (Pupil Registration) (England) Regulations 2006**. These give detailed information about when a pupil may be deleted from the Admissions Register. Schools should discuss this with their Attendance Improvement Officer.

APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an annual holiday.

After completing the form, please return it to the Headteacher of your child's school no less than 2 weeks before the date when you want the period of absence to start.

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 7 of The Education (Pupils Registration) Regulations 2006 and Sections 62 - 68 of the DfE publication **Keeping Pupil Registers 2008**.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the holiday has taken place.

Normally, a pupil shall not be granted more than 10 school days leave of absence in any academic year.

I request that _____
(Name of child)

be granted leave of absence from _____ (Name of school)

From _____ **To** _____ **20**____
in order to take part in an annual holiday

(Signature of Parent Carer)

(Date)

Please read the notes on the back of this form concerning 'Failure to return on the agreed date'

Failure to return on the agreed date

When granting leave of absence for an extended trip overseas, schools should ensure they have a date when the pupil will return to school.

DELETION FROM THE ADMISSION REGISTER

The Education (Pupil Registration) Regulations 2006 -

Regulation 8 (f), states that a pupil may be removed from the school roll if the following applies -

(f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that –

(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

APPENDIX C

INDEX TO LEGISLATION

These are key pieces of legislation, governing pupil registration at schools.

The paragraphs which are particularly relevant to attendance are as follows:

Statutory Instruments 2006, No 1751

The Education (Pupil Registration) (England) Regulations 2006

Contents of attendance register - (6) paragraph a. (iii), (iv).

Dual registration of children with no fixed abode - (7) paragraph 3.(b).

Deletion from admissions register (8)

Inspection of registers (10).

Returns (12) Paragraph 1. (a) (b).

Method of making entries (13).

Preservation of registers (14).

Use of computers (15).

Statutory Instrument 2010, No 172

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

Adds to Regulation 6, Paragraph 5 of 2006 Regulations:

(c) a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school."

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Email: admin@holdbrook.herts.sch.uk

Website: www.holdbrook.herts.sch.uk

Headteacher: Mr N Heald

(date)

Dear Parent/Carer

I have noted from the register that (*child's name*) has had several days absent recently. Please find attached (*child's name*) registration certificate which shows that his/her attendance stands at (the percentage) % for the year so far.

Although it is not uncommon for young people to be ill at certain times of year it is very important that they miss as little school as possible. If you are concerned about (*child's name*) health please speak to your GP.

Please always make sure that you telephone the school office before 9.00a.m if (*child's name*) is to be absent. In the meantime I hope you will try to ensure that he/she attends regularly and returns to school promptly after any illness.

Thank you for your co-operation. Please do not hesitate to contact me if you feel that further support or advice is needed in relation to your child's school attendance.

Yours sincerely,

Esther Morrison
Assistant Headteacher for Inclusion

Holdbrook Primary School

.....(Childs name)

I have read and understood this letter regarding my child's absence.

Signed: _____ Date: _____



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Date

Dear Parent/Carer

Despite previous correspondence to you, I have noted that (child's name) is still continuing to be absent from school. I am attaching a registration certificate to show the days missed so far this academic year.

I do understand that he/she may be ill at certain times of the year but due to him/her missing so much time at school I am writing to inform you that I am unwilling to authorise any more absences unless a doctors' certificate/appointment card is produced.

I do hope you will try to ensure that (child's name) now attends regularly and that his/her attendance improves.

Please do not hesitate to contact me should you have any queries.

Yours sincerely,

Esther Morrison
Assistant Headteacher for Inclusion

Holdbrook Primary School

.....**(child's name)**

I have read and understood this letter regarding my child's absence.

Signed: _____ Date: _____

Holdbrook Primary School follows Hertfordshire County Council's Penalty Notice for Truancy Procedures. At Holdbrook Primary School we expect parents/carers to work with us to address attendance problems. If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in a term (including unauthorised holidays), the Head Teacher may ask the LA to issue a Penalty Notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days. If the penalty is not paid the LA may prosecute the parents/carers for their child's irregular attendance.



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date

Dear Parent/Carer

The Education (Penalty Notices) (England) Regulations 2007

Name of pupil

Registered at Holdbrook Primary School

This is a formal warning that you are at risk of being in breach of the regulations stated above. (Child's name) has been absent from school and the absence(s) has/have not been authorised. Should the number of unauthorised absence sessions reach 15 sessions or more in the current and/or previous term you will be in breach of the regulations and the Local Authority may issue you with a penalty notice.

The notice requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school. (Section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £1,000 per parent. This is a criminal offence which carries a criminal record. The Local Authority will ask for costs of £125 to be awarded against you.

If you fail to ensure your child attends regularly and 15 sessions of unauthorised absence is reached a penalty notice will be issued. **You will not receive a further warning before the penalty is imposed.**

If you believe there are legitimate reasons for your child's absence please contact me within 5 working days to discuss the matter.

Yours sincerely

N Heald
Headteacher