



# STANBRIDGE LOWER SCHOOL

## Attendance Policy

Reviewed June 2022

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### **1. WHAT IS GOOD ATTENDANCE AND WHY IS ATTENDANCE IMPORTANT?**

1.1 Stanbridge Lower School is committed to maximizing attendance for all pupils to enable them to benefit fully from their education. We listen, understand and empathise with families offering support, always with a view to improving attendance, but we do not tolerate non-attendance at school.

1.2 We recognize that children need good attendance in order to reach their age related expectations for each year group reaching the expected or exceeding levels within the national curriculum.

1.3 We believe that regular attendance is vital for effective learning. The greater a pupil's attendance, the more they learn. We aim for all children to have a 98%+ attendance rate across the school year.

99 - 100%	Excellent: Required of all children. <ul style="list-style-type: none"><li>➤ Children are accessing all learning opportunities</li></ul>
97 - 98%	Good+: Very few learning opportunities are missed <ul style="list-style-type: none"><li>➤ Class teacher will offer support and have informal conversations with parents with regards to attendance</li></ul>
95 - 97%	Risk of underachievement <ul style="list-style-type: none"><li>➤ Letter sent to parents drawing their attention to the requirement for all children have good attendance and how attendance impacts on achievement and progress. Family Liaison Officer works with family to improve attendance and address barriers eg lates, growing numbers of persistent absences, offer early help</li></ul>
92 - 95%	Growing risk of underachievement <ul style="list-style-type: none"><li>➤ Letter sent to parents drawing their attention to the requirement for all children have good attendance and how attendance impacts</li></ul>

	on achievement and progress. Family Liaison Officer works with family to improve attendance and address barriers eg lates, growing numbers of persistent absences, offer early help
90 - 92%	High risk of underachievement <ul style="list-style-type: none"> <li>➤ Families invited to attendance meeting with Head Teacher and Family Liaison Officer to address attendance issues, set targets to improve attendance.</li> </ul>
90% and below	Extreme risk of underachievement <ul style="list-style-type: none"> <li>➤ Formal approach to improving attendance including referral to the Educational Welfare Officer, use of Fixed Penalty Notices, involvement of outside agencies, evidence of doctors' visits when children are sick etc.</li> </ul>

## **2. ROLES AND RESPONSIBILITIES**

2.1 The lead contacts for attendance at Stanbridge Lower School are ...

- Miss Rosemary Godwin - Head Teacher can be contacted on 01525 210328
- Mrs Tracy Davies - Family Liaison Officer can be contacted on 01525 210328

2.2 The following section details the responsibilities of all stakeholders at Stanbridge Lower School.....

### **The children:**

School Attendance	<ul style="list-style-type: none"> <li>• Attend school every day</li> <li>• Get up and get ready for school preparing themselves for the day ahead</li> <li>• Come to school, even if they are having a bad day and ask an adult in school for support.</li> </ul>
Support to Improve attendance	<ul style="list-style-type: none"> <li>• Engage with adults who are ready to help them improve their attendance</li> <li>• Be willing to talk to adults about any problems, issues or concerns that are stopping them coming to school.</li> <li>• Accept help and support</li> </ul>

### **Parents will:**

School Attendance	<ul style="list-style-type: none"> <li>• Ensure their child attends every day the school is open except when a statutory reason applies.</li> <li>• Ensure that their child attends school regularly and punctually.</li> </ul>
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Support to Improve Attendance	<ul style="list-style-type: none"> <li>Proactively engage with any support offered to prevent the need for more formal support with attendance.</li> <li>Work with Stanbridge and the local authority to help them understand their child's barriers to attendance.</li> </ul>
Leave of Absence	<ul style="list-style-type: none"> <li>Inform the school of any absences on the first day of absence by calling 01525 210328 (option 1).</li> <li>If children have minor illnesses eg colds send them to school where school staff will care through them across the day and not keep them at home.</li> <li>Only request a leave of absence, including family holidays, in exceptional circumstances and do so in advance.</li> <li>Advise the school when they are going travelling for work reasons and their expected return date.</li> <li>If parents are travelling for work reasons, they must notify Stanbridge Lower School before they travel. If families are travelling for work reasons they will register their child at another local school for that period of time. If requested the Family Liaison Officer will contact local schools on the families behalf and help them to dual register at another school. The Family Liaison Officer will contact the school weekly to check the children are in attendance and code our school registers accordingly.</li> </ul>
Holidays in Term Time	<ul style="list-style-type: none"> <li>Proactively avoid taking their children out of school during term time for holidays.</li> </ul>
Late Arrivals	<ul style="list-style-type: none"> <li>Inform the school if your child is going to be late.</li> <li>Accompany late children into the building to register their attendance in school.</li> </ul> <p><i>The registers will be marked at 9am and 1.15pm. The registers will be closed at 9.15am and 1.25pm.</i></p> <p><i>Any children arriving at school after these times will be marked as late.</i></p> <p><i>All children arriving at school after 9am should report to the office.</i></p> <p><i>Those arriving after the registers have closed will be recorded in the school's Late Book.</i></p>
Medical Appointments	<ul style="list-style-type: none"> <li>Avoid making medical appointments during school hours.</li> </ul>
Fixed Penalty Notices	<ul style="list-style-type: none"> <li>Understand that if as a final result, they refuse to work with Stanbridge staff to improve attendance fixed penalty notices will be issued. <b>This means a fine of £60 per parent, per child.</b></li> <li></li> </ul>

## The Family Liaison Officer will:

<p>Support families to achieve excellent attendance</p>	<ul style="list-style-type: none"> <li>• Meet and greet each morning and welcome school attenders to school each day.</li> <li>• Work with each identified pupil and their parents to understand and address the reasons for absence including any in school barriers to attendance.</li> <li>• Work with services to identify school barriers and any required support E.g. Early Help</li> <li>• Undertake home visits as appropriate to engage families and ensure children are safe.</li> <li>• Track children who are dual registered and encourage families who are travelling for work reasons to attend school during their absence from Stanbridge, then contact the school weekly to check the children are in attendance and code our school registers accordingly. All children who fail to reach their 100 days attendance will be referred to the EWO and Head Teacher.</li> </ul>
<p>Work with families to improve attendance</p>	<ul style="list-style-type: none"> <li>• Follow up any unauthorised and irregular attendance</li> <li>• Work proactively on persistence absences, contacting families to support an improvement in attendance.</li> <li>• Hold Attendance Meetings to address barriers to attendance and set targets for improvement</li> <li>• Refer families to the head teacher if attendance doesn't improve for a more formal course of action.</li> </ul>
<p>Persistent/severe absences and Fixed Penalty Notices</p>	<ul style="list-style-type: none"> <li>• Persistent absences will be tracked by the Family Liaison Officer and families offered support to reduce persistent/severe absences. The Family Liaison Officer will involve external partners and outside agencies as appropriate to improve attendance.</li> <li>• Particular attention will be given to children whose attendance falls below 95%. Targeted support will be put into place. E.g. families invited to an attendance meeting to offer support and advice, target set to improve attendance, meeting with the Educational Welfare Officer etc.</li> <li>• If a child's attendance records shows there are absences with no explanation given, or a family fail to engage with Stanbridge to improve attendance, the Family Liaison Officer will contact the parent for explanations and the</li> </ul>

	<p>registers coded accordingly. <b>Fixed Penalty Notices:</b> If a child has more than 10 unexplained absences in the previous 12 weeks a Fixed Penalty Notice will be issued. This means a fine of £60 per parent, per child.</p>
Use attendance data proactively to improve attendance	<ul style="list-style-type: none"> <li>• Track attendance patterns</li> <li>• Ensure all registers are coded correctly</li> <li>• Ensure a record is maintained of poor attendance and actions taken to improve attendance, involving outside agencies as necessary E.g. Education Welfare Officer, GRT Liaison Officer, Children Missing Education</li> <li>• Keep the Head Teacher and Governing Body informed of the levels of attendance in school.</li> <li>• .</li> </ul>
Children Missing Education	<ul style="list-style-type: none"> <li>• We recognize children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.</li> <li>• Will enter pupils on the admission register at the beginning of the first day on which we have agreed, or been notified, that the pupil will attend the school.</li> <li>• If a pupil fails to attend on the agreed or notified date, the Family Liaison Officer will undertake reasonable enquiries to establish the child's whereabouts and will notifying the local authority at the earliest opportunity.</li> <li>• The Family Liaison Officer will notify the LA if a child misses 10 or more school days without prior permission or notification, and or fails to return to school after an expiry of authorized absence.</li> </ul> <p><i>Children missing education are at significant risk of underachieving, being victims of harm, criminal or sexual exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.</i></p>
The School Admission Register	<p>The Family Liaison Officer will notify the local authority when we want to remove a pupil's name from the school admission register (not at normal transition points) and wait for advice from the LA before doing so. This will ensure children are kept safe and registered as a missing child if their whereabouts cannot be ascertained. See list below</p> <ul style="list-style-type: none"> <li>➤ Pupil stops attending Stanbridge when it is named in a School Attendance Order</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Pupil stops attending one school while registered at two schools</li> <li>➤ Pupil has not returned within 10 days after the expiry of a period of authorized absences and we do not have reasonable grounds to believe that the pupil is unable to attend school by reason of sickness or any unavoidable cause; and we and the LA have failed after jointly making reasonable enquiries to ascertain where the pupil is.</li> <li>➤ Pupil has been absent from school for 20 continuous days without authorization and we do not have reasonable grounds to believe the pupil is unable to attend school by reason of sickness or any unavoidable cause; and we and the LA have failed, after jointly making reasonable enquiries to ascertain where the pupil is.</li> <li>➤ Pupil has died</li> <li>➤ Pupil stops attending other types of school</li> <li>➤ Pupil who has been attending nursery doesn't continue to primary</li> <li>➤ Pupil leaves boarding school, fees unpaid.</li> </ul> <p>We recognize we must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register.</p> <p>Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. The Family Liaison Officer will complete a Notification of Removal from School Roll form each time they remove a pupil. This is a legal requirement.</p>
Newly registered children outside of transition points.	<p>When a child is newly registered outside of normal transfer points, the Family Liaison Officer will</p> <ul style="list-style-type: none"> <li>➤ Inform the LA within five days</li> <li>➤ Include the pupils address and previous school (where we can reasonable obtain this information).</li> <li>➤ We will complete the spreadsheet found on the Central Bedfordshire Schools website and return the form to the Performance Team via Anycomms</li> </ul>
Transfer of attendance data to other schools	<ul style="list-style-type: none"> <li>• Will engage with feeder schools to give information about attendance</li> </ul>

#### Teaching staff will:

Support families	<ul style="list-style-type: none"> <li>• Meet and greet each morning and welcome school</li> </ul>
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to achieve excellent attendance	<p>attenders to school each day.</p> <ul style="list-style-type: none"> <li>• Work with each identified pupil and their parents to understand and address the reasons for absence including any in school barriers to attendance.</li> <li>• Inform the School Office/Family Liaison Officer when any child is absent from registration.</li> <li>• Work with parents to promote good attendance.</li> <li>• Encourage good attendance through their own personal example.</li> </ul>
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### The Head Teacher will:

Support families to achieve excellent attendance	<ul style="list-style-type: none"> <li>• Work with each identified parents and children to understand and address the reasons for absence including any in school barriers to attendance. This will include inviting parents to Attendance meetings, including writing attendance contracts and setting targets to support the family in improving attendance.</li> <li>• Work with services to identify school barriers and any required support.</li> <li>•</li> </ul>
Use attendance data proactively to immediately improve attendance	<ul style="list-style-type: none"> <li>• Hold bi weekly meeting with the Family Liaison Officer looking at persistent absences, and those who are not on track to achieve 98%+ attendance across the year; issuing penalty notices as appropriate.</li> <li>• Look at patterns of attendance E.g. those children with 98% and below, 95% and below, 90% and below and giving further advice to the Family Liaison Officer as needed.</li> <li>• Use a more formal approach to attendance meetings inviting the Educational Welfare Officer to attend, setting targets for families to improve attendance quickly and urgently, issuing fixed penalty notices etc with the aim of holding parents to account for their child's attendance at school</li> </ul>

### Governors will:

Support families to achieve excellent attendance	<ul style="list-style-type: none"> <li>• Regularly review attendance data, discuss and challenge trends and help school leaders focus support on the school trends/ cohorts/pupils who need it; paying particular attention to attendance of groups that have poor attendance or face entrenched barriers to attendance.</li> <li>• Work with school leaders to set goals or areas of focus for</li> </ul>
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	<p>improving attendance.</p> <ul style="list-style-type: none"> <li>• Engage and monitor use of attendance meetings and how this is impacting on pupil attendance.</li> <li>• Ensure school leaders fulfil expectations and statutory duties.</li> <li>• Recognise the importance of school attendance and promote this on the school's website, and in policies and procedures.</li> <li>• Ensure school staff receive adequate training on attendance.</li> </ul>
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### **3. ELECTIVE HOME EDUCATION**

3.1 Where a parent notifies us that they are home educating the Head Teacher and Family Liaison Officer will meet with the parents and ascertain their reasons for doing this, highlighting the need to provide a suitable home education for their child and gather information about how home education is to be administered. If there are safeguarding concerns these will be referred to the local authority.

3.2 Where parents orally or in writing indicate that they intend to withdraw their child to be home educated, we will notifying the local authority at the earliest opportunity.

3.3 On receipt of written notification to home educate, Stanbridge must inform the local authority that the pupil is to be deleted from the admission register.

### **4. CHILDREN OF SERVICE PERSONNEL**

4.1 Families of members of the Armed Forces are likely to move frequently - both in the UK and overseas and often at short notice. We will contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

### **5. HOLIDAYS IN TERM TIME**

5.1 *No holidays will be authorised in term time* unless it is for exceptional circumstances.

5.2 All applications for holidays in term time must be submitted at least 2 weeks in advance of your holiday. The application for holidays in term time will be displayed in the attendance section of our school website at [www.stanbridge.beds.sch.uk](http://www.stanbridge.beds.sch.uk).

5.3 The Head Teacher will then consider your request and advise you if this is authorised. If the holiday is unauthorised and you still choose to take your child out of school the absences will be recorded as unauthorised on your child's school attendance record. ***Unauthorised absences are illegal and will lead to parents being issued with fixed penalty notices. If you child is absent from school on a family holiday without authorisation the school may ask the council to serve a Penalty Notice. This Penalty Notice is a fine of £60 which, if not paid within 21***



*days, rises to £120. If you are issued with a Penalty Notice and you fail to pay it within 28 days this could lead to being prosecuted in court.*

5.4 If you do make a request for leave to go on a family holiday during term time in responding to your request the Head Teacher will consider:

- whether there are any exceptional circumstances for the request
- your child's previous attendance request
- the time of year when the holiday is to be taken
- how long the holiday is for
- the likely disruption the holiday might cause to your child's education
- whether similar requests have been made in the past

5.5 The Head Teacher will not consider the following to be exceptional circumstances:

- the availability of cheap holidays
- the availability of the desired accommodation
- adverse weather during the school holiday period
- an overlap at the beginning or end of the school term

5.6 You should avoid making a request for a family holiday during term time. You should especially avoid requesting leave:

- close to or during exams / tests
- when important work / activity which cannot be repeated is taking place
- during the first week of term or when your child is transferring from one phase to another
- during the first year in a new school

If this is unavoidable, you should make your request as early as possible and at least 2 weeks before the time of the holiday, but you should not expect the school to grant your request for leave unless the circumstances are exceptional.

## **6. PART TIME TIMETABLES**

6.1 All pupils of a compulsory school age are entitled to a full time education. In exceptional circumstances there may be a need for a temporary part time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full time

education and a part time timetable is considered as part of a re-integration package. This must have a time limit by which the pupil will be expected to attend full time or be provided with alternative provision. This must be recorded as authorised absence.

6.2 A part time timetable will only be in place for the shortest time necessary and will not be treated as a long term solution. Arrangements will be put into place to work with parents as necessary and review the provision.

## **7. PUPILS WITH MEDICAL NEEDS AND SEND**

7.1 At stanbridge we recognize some children face greater barriers to attendance than their peers. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils will be the same as any other pupils, however we are mindful of the barriers some pupils face and will put additional support in place where necessary to help them access their full time education. This could include

- Making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. Working together with external services as appropriate.
- Working with parents to support access to school transport
- Considering adjustments to the school curriculum, uniform, routines and systems
- Supporting families with pastoral care

7.2 Pupils with long term health needs may need additional support and advice will be sought from external agencies to support attendance and education/

## **8. REVIEW PROCEDURES**

8.1 The school's policy will be reviewed when:

- 2 years have elapsed.
- There is a significant change in the law governing the attendance of pupils.

**Rosemary Godwin**

**Head Teacher**

**June 2022**

**This policy has been read, discussed and its implementation agreed by teaching and support staff.**

This policy was ratified by the full governing body.

Date of Meeting: .....

Signed ..... Chair of Governors.



