

Keir Hardie Primary School & Children's Centre



Attendance and Punctuality Policy

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1.Rationale

This policy aims to give clear guidance to all Governors, staff and pupils about the management of attendance and punctuality at Keir Hardie Primary School. It is the legal responsibility of every parent to make sure their child receives education. Once parents have registered their child at a school then it is their legal obligation to ensure their child attends school regularly. Good school attendance is linked with positive attainment and pupil well-being. Regular school attendance is essential if children in our school are to achieve better outcomes in education and improve life chances.

At Keir Hardie we believe that it is essential to create positive relationships with parents to build trust. Our school consistently works towards achieving 100% attendance for all children in school. Which every year is achieved successfully by many pupils. The school has set out strategies, procedures and practice to guide all parties concerned to reach this goal. The policy also details possible legal consequences and actions taken by Local Authority for poor attendance and punctuality.

2. Aims

- We are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values good attendance, including:
 - Promoting good attendance
 - Reducing absence, including persistent and severe absence
 - Ensuring every pupil has access to the full-time education to which they are entitled
 - Acting early to address patterns of absence

- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

3. Legislation and guidance

This policy meets the requirements of the **working together to improve school attendance** from the Department for Education (DfE), and refers to the DfE's statutory guidance on **school attendance parental responsibility measures**. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- The school's link governor responsible for attendance is Mrs Y Freestone.

4.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- To ensure parents are informed of all the services and outside agencies

available for support.

4.3 The Assistant Head is the designated senior leader responsible for attendance.

The Senior learning mentor can be contacted via email
asma.chowdhury@keirhardie.newham.sch.uk

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

4.4 The Senior Learning Mentor (attendance officer)

The Senior Learning Mentor is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with Attendance Management Welfare Advisor (AMWA) to tackle persistent absence
- Advising the headteacher/ Senior Learning Mentor (authorised by the headteacher) when to issue fixed-penalty notices
- To provide mentoring support for those pupils who may face issues in school.
- To signpost families who are struggling with personal issues to different outside agencies e.g. school nurse, housing, children centre and food banks
- The attendance officer is Senior Learning Mentor and can be contacted via admission@keirhardie.newham.sch.uk

4.5 Responsibilities of the Class Teacher

Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Teachers communicate with parents and pupils about absences during the week.

Teachers attend meetings with the senior Learning mentor to discuss the impact attendance is having on attainment.

The register is a legal document and needs to not only be accurate but applied consistently across the school.

5. The Daily Attendance Register –

SIMS E-registration (electronic) has to be completed via the computers and laptops, saved and submitted to the front office. In case of computer problems, paper copies will be circulated or can be found in the supply folder.

The school day begins at 8:45am for Nursery to Year 4 and at 8:30am for years 5 and 6. School ends at 3:15 for all pupils. Registers must be completed in class between 8.30am to 8.35am for years 5 and 6 in the morning. 8:45 and 8:50 for the rest of the school in the morning and 1:00 and 1:05 in the afternoon.

Those children who arrive after the register cut off time (between 8.45am and 9.00am for years 5 and 6 and 9:00 and 9:15 for the rest of the school) should be marked as late with code 'L'. Children who arrive after the registers close (after 9.00am for years 5 and 6 and 9:15 for the rest of the school) will be marked with a code 'U'. For those children who arrive late in school after registration, a record will be kept on google drive.

6. Management of Absences

First day absence texts are sent by the Office Staff or Learning Mentors where a parent has not already advised the school of their child's absence. Where a child's attendance is below 90% a phone call will be made on the first day of absence. If there is no answer then a home visit will be carried out. A record of this is kept electronically (SIMs database) and in the school office on absence sheets. If informed of a reason for absence, the Class Teacher informs the Office Staff, who completes an absence sheet. Explanations for absence can only be accepted in writing or verbally from a responsible adult. A reason given orally by the child is not acceptable. If the school has had no verbal contact regarding a child's absence for 3 days on the 3rd day a home visit will be conducted by the school.

7. EYFS - Non-statutory school age pupils.

We are very proud that families want to enrol in our Nursery, and we always have a long waiting list of prospective pupils. In light of the demand for a Nursery place, we have certain expectations of our Nursery attendees. Even though children in Nursery are not of statutory school age, we expect Nursery attendance to reflect our expectations for the rest of the school, which is a target of 96%. If a child's attendance falls below 90%, the school will work alongside Attendance Targeted Support Service to support pupils and families to improve attendance. Failure to improve attendance and the school reserves the right to withdraw the pupil's place.

8. Late arrival due to medical appointments

If a child has a medical appointment/emergency in the morning, and cannot be brought to school before 11:15, then we expect the child to attend school for the

afternoon session. They should be brought in at 1pm for registration. We will not accept children arriving to attend school between the times of 11:15 and 1pm.

Children attending the morning nursery will not be accepted if arriving after 9.00am and for the afternoon nursery 12.30 pm.

9. What is expected of the parents/carers:

- **To ensure that their child arrives everyday and on time**, in school uniform, with the right equipment and in a condition to learn. A reason should be offered for any lateness. Lateness will be followed up if persistent.
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- To keep requests for their child to be absent to a minimum- exceptional circumstances only
- To offer a reason for any period of absence, preferably before the absence or on the first day of absence.
- To provide Medical evidence if a child is off school for three days or more.
- For those pupils with poor attendance (below 90%) - Medical evidence will be requested each time the child is off sick.
- To work closely with the school Senior Learning Mentor and Newham's Attendance Management Welfare Advisor to resolve any problems that may impede a child's attendance.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day,
- To be aware of curriculum requirements and to be especially vigilant in regards to attendance during important academic dates such as SATs, phonics sessions and screening, Maths and English sessions
- To support their child and recognise their successes and achievements.
- To report to the class teacher, TA or the learning Mentors any struggles a pupil may be experiencing in school which is hindering their attendance.
- To report to school any struggle the pupil may be experiencing at home or getting to school.

Examples of types of absences that are not considered reasonable and will not be authorised under any circumstances are:

- Going shopping with parents, Birthdays.
- Minding other younger children in the family.
- Staying at home because other members in the family are sick.
- Day trip and Holiday in term time that have not been agreed.
- If a parent/ carer has an appointment and they take the pupil with them.

The school will endeavour to provide an environment that is conducive to educating every individual pupil. School attendance will be positively supported, celebrated and rewarded every week.

Each week, Senior Learning Mentor monitors the register and reviews absences and

checks for any inaccuracies which then the Attendance Management Welfare Advisor Officer from Newham's Attendance Targeted Support Service will follow up every fortnightly.

10. Absences

If the school office is informed of an absence they will initially record that absence on the absence sheets kept next to the phone in the school office or put onto SIMS in the comment box. On a daily basis this information should be transferred to the SIMS class register. Absences will be updated on SIMS daily and as we are notified.

Additional support for pupils with medical conditions or SEND

Identified pupils with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school
- Provide home visits where appropriate
- Parents to provide medical evidence
- Recognise that some pupils are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school

11. Attendance procedures

1. First day absence - Office Staff send out parentmail to parents to provide a reason.
2. First day call to Persistent Absentees, CP and CIN pupils. If no reply, then parentmail.
3. First day absent, home visit carried out if there is no contact made with the families for pupils on CP, CIN and PA.
4. Home visit made on the third day of absence if there is no contact made with parents (non CP, CIN and PA pupils).
5. "Reason for absence" letter sent out weekly if the parent fails to give a reason.
6. Half termly Attendance Monitoring letters given to pupils whose attendance is below 95%
7. If a child is absent for more than 3 days, they are sent a Parentmail requesting medical evidence for absence
8. If a child's attendance drops under 90%, they are sent a request for medical evidence after 1 day of absence.

Attendance escalating procedures

1. Letter 1- Expression Of concern absence awareness issued to parents when attendance drops below 95%.
2. Letter 2- Expression of concern absence awareness issued when attendance is below 92%.- Consider early help intervention checklist / Team around the

- child (TAC) Discussion with family or pupil (age dependent)
3. Letter 3 issued- School attendance support meeting with class teacher/SLT And Senior Learning Mentor, To consider/action a parental contract(six weeks action plan to be reviewed and amended weekly to ensure impact). To consider early help assessment.
 4. Letter 4- Pre-referral invite to attend a meeting with Attendance Management & Welfare Adviser (AMWA) or Attendance Lead. Early Help Assessment/TAC to be considered. Parenting contract to be considered/actioned (6-week action plan, to be reviewed and amended weekly to ensure impact)

Parent/carers attends, or fails to attend meeting and pupil has 10% or more UA absence recorded. Letter 5a, 5b or 5c, 5d to be sent to parent Warning of further unauthorised absence can lead to a referral to AMWA. Or School action to follow their poor attendance procedures before considering a request for statutory intervention. Guidance on Newham Connect, for Statutory intervention/ Penalty Notices.

12. Child Missing in Education- CME

Newham Council is committed to ensuring that every child of compulsory school age is receiving an excellent full-time education which will give them the opportunity to become successful adults. Parents/carers have a duty to ensure children are receiving suitable full-time education, either by regular attendance at school or otherwise.

This Children Missing Education statutory guidance (September 2016), published by the Department for Education, addresses the statutory duty placed on LA's to identify children not receiving a suitable education and to identify children missing from education in their area. The DfE also provides a definition of CME:

“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.”

If a child is not in school, they are at significant risk of underachieving, becoming socially isolated, and becoming NEET (not in education, employment or training) later in life. Children who are not accessing a suitable education are also considered to be at risk of neglect and other forms of harm and abuse.

Children may not be attending or may leave school for a number of reasons, but if they are still of compulsory school age, then parents, schools and local authorities have a responsibility to ensure the continuity of their education.

At Keir Hardie Primary we arrange a meeting with the family as soon as we are notified of the families intention of moving abroad to ascertain the following:

- Who from the family is leaving the country? If the child is traveling alone or with a family

- When is the family leaving the country? To provide travel documents i.e. flights/ferry details with the pupils' name on it. If the family is unable to provide this information then this will be a safeguarding concern
- Where is the family moving to? To provide details of the address abroad. If they are unable to provide then this is also a cause for concern.
- To provide contact details, phone numbers and email addresses.
- To provide details of the new school where possible.

After the family have left the country the following is carried out:

1. Home visit carried out to establish that the pupil has left the address.
2. Phone calls and email sent to the parent/ carer.
3. Email to confirm they have left the country
4. Parents to provide any relevant information that we have yet to receive.
5. After collating all the information then a CME referral is made.

Families that do not notify the school that they have left the country the following procedures will follow

1. We will follow our normal attendance procedure
2. First day absence parentmail will be sent out. On the third day of absence if there is no contact then phone calls and home visits will be made.
3. Pupils with safeguarding concerns and poor attendance a call will be made on the first day of absence. If no contact is made then a home visit will be carried out.
4. On home visit try to obtain any information from the neighbours about the families whereabouts.
5. The DSL and safeguarding team will be informed and the matter will be logged on the safeguard software. Social workers and other safeguarding professionals will be informed.
6. Email will be sent to the parents to contact the school as soon as possible, warning them that the child will be reported to local authority as a Child Missing in Education.
7. Call and email emergency contacts on SIMS for the parents to communicate with the school as soon as possible.
8. Speak to the friends of the child who is not attending.
9. Contacts will be made to other schools where the siblings may be attending to gather more information.
10. A second home visit will be made.
11. CME referral is made.

13. Extended Holiday requests:

Following the Department for Education guidelines, from September 2013 the school will not grant leave of absence during term time unless in exceptional circumstances. In exceptional circumstances, the Head Teacher will determine the number of days a child can be away from school. Once a decision has been made as to whether the absence is authorised or unauthorised, a letter will be sent to the parent.

14. Following the Local Authority guidelines, the following circumstances may result in the issue of a Penalty Notice:

Poor Attendance

Criteria:

A pupil has 6 or more sessions of unauthorised absence in the 6 weeks (60 sessions) prior to a notice being requested and their attendance has not been below 80% (24 sessions of absence) in the last 12 weeks (120 Sessions) prior to a notice being requested.

Process:

1. Pupil's absence triggers school's criteria for poor attendance intervention (i.e. attendance falls below 95%). School Letter 1 (appendix A) is issued making parents aware of concerns regarding the pupil's attendance.
2. Persistent late arrival after the registers have been closed (U code only, 6 sessions or more in 6 weeks) School Letter 1 is issued making parents aware of concerns regarding the pupil's punctuality.
3. The pupil's poor attendance continues and unauthorised absences continue to be recorded. The number of unauthorised absences is coming close to meeting Newham's criteria for issuing a penalty notice. School Letter 2 (appendix B) is issued making parents aware of this, and that a penalty notice may be requested if further unauthorised absence occurs.
4. Further unauthorised absence is recorded. Online Penalty Notice Request form is completed and submitted.
5. Newham Council issues a Warning Letter, providing the parent with 15 school days to rectify the situation or a penalty notice will be issued.
6. Further unauthorised absence is recorded - Penalty Notice issued.

Unauthorised Leave of Absence

Criteria:

A leave of absence of three days (6 sessions) or more was taken during term time without the school's consent in the 6 weeks prior to a notice being requested

Process:

1. Parent completes school's Leave of Absence form (appendix c).
2. Headteacher (or delegated person) considers the application and decides that "exceptional circumstances" are not present.
3. Parents are notified in writing that the leave of absence request has been refused, detailing the reasons why, and the consequences should the leave be taken, including the requesting of a penalty notice from Newham Council; (appendix d).

4. Parents continue to take the pupil out of school during term time and unauthorised absence is recorded.
5. Online Penalty Notice Request is submitted;
6. Penalty Notice is issued.

If a child is absent for a period of time, but the school becomes aware either during the absence or afterwards that the leave was actually a leave of absence that would have been unauthorised had a request for leave been made, then a penalty notice can still be requested from Newham Council.

Notices can be issued without warning where schools can show that a leave of absence was taken during term time without the consent of the Head Teacher and the parent was made aware in writing of the decision to unauthorise the period of absence, the reasons why (including details of any evidence), and the possible consequences, including the issuing of a fixed penalty notice.

Excluded Pupil found in a public place

Criteria:

A pupil is found unsupervised in a public place during school hours during the first 5 days of exclusion without good reason.

Consider:

The "Good Reason" - this might include attendance at a medical appointment, YOT appointment or other appointment with a statutory or voluntary agency.

The school may ask the Council to issue a Penalty Notice. A Penalty Notice carries a fine of £60, per parent, per child. If the fine is not paid within 21 days it rises to £120 per parent, per child, if paid within 28 days. If not paid at all, court action will be initiated.

Following up Unexplained Absence

On a daily basis and Monday mornings, the Office Staff and Learning Mentors will check through the registers to –

- Ensure that parents are aware of their child's absence by following up either in writing or by telephone any unexplained absences for the previous week.
- Check for patterns in children's absence – For example a pattern of missing a number of days over a term or of missing a significant number of Mondays and/or Fridays over the same period.
- Check registers and absence sheets to ensure that school policy is being adhered to.

Monitoring of Lateness

In respect of problems with **punctuality**, the Office Staff and Learning Mentors monitor the late book and identify persistent latecomers. A letter to parent/pupil is

given on late arrival at the reception desk (appendix e).

- A text is sent first if the pupils are late three times or more in a week.
- If the pupils are persistently late the following week, then the parents/carers are invited to have a meeting with the Learning Mentors to discuss the reason for lateness and to seek a solution.
- On the third week if there is no improvement then parents/carers are invited to meet SLT and Learning Mentors and the matter will be referred to the Attendance Management Service.

Late Pick Ups

Any child who is picked up after 3:30 is considered to be late. At that point children are then taken by their Class Teacher or TA to the phonics pod outside Butterfly class and handed over to the Learning Mentor. The Office Staff will make the relevant phone calls to parents. Parents will then need to collect their child via the front office and provide a reason why they are late.

If the parent/carers are persistently late picking up the children, Learning Mentors will follow the above lateness procedures.

Role of the Newham Primary Schools Attendance Service

Newham Schools Attendance Service works with children and families alongside school staff to try and identify and help resolve difficulties and promote resilience, including problems impacting on attendance.

Liaising with the Newham Primary Schools Attendance Service The member of staff responsible for lateness will liaise regularly with the Senior Learning Mentor and will manage referrals to the attendance team.

School approach

- Make attendance competitive
- Have an attendance target of 100% for all classes. Class that reaches target reward. i.e. Trip, extra play time
- Have an attendance board on the door of each class
- Weekly assemblies raise the issue of attendance with best class receiving the school attendance trophy
- Letters sent home to Parents classes where by attendance has improved
- Certification/recognition of better/most improved attendance
- Class teachers need to speak to parents whose attendance is becoming a concern
- Certificates and rewards for children with 100% attendance each term

15. The registration system

The School will use a computerised system for keeping the school attendance records, except in the case of a technical fault, in which case paper registers are completed.

The following national codes will be used to record attendance information.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

16. Walking Bus

As an additional support for pupils with poor attendance/punctuality, the school has developed the Walking Bus which escorts targeted pupils to school to improve their attendance/punctuality.

Aims:

- To reduce persistent lateness
- To reduce persistent absenteeism
- To raise attainment through regular and punctual attendance at school
- To reduce number of referrals to Attendance Management Service, BAPHs and referral to courts
- To support families who are struggling to get their child/children into school because of circumstances beyond their control/crisis

Criteria for referral to walking bus:

- Persistent absenteeism - attendance below 90% with minimal or no medical evidence provided
- History of persistent absenteeism
- Persistent lateness - 5%+
- History of persistent lateness
- Family in crisis
- Living within 10 minutes walk of school
- Child in Reception to Year 6
- Nursery child with older siblings in the school who would also be eligible for walking bus

Process for selection:

- Identification via SIMs Persistent Absence record
- Confirmation of address
- Discussion at safeguarding (inclusion) meeting
- Meeting & discussion with parent
- Agreement with Attendance Management Service that walking bus will be trialed for specific period in order to raise attendance

Operational Protocols:

- Children will be invited to join the walking bus scheme for a maximum of 1 term (possibly longer in exceptional circumstances, at the discretion of the Headteacher)
- Appropriate risk assessments will be carried out prior to the commencement of the scheme and updated as routes may change
- Parent/carers will sign a consent form prior to commencement of the scheme
- The service will be reviewed with each family after 4 weeks and impact will be assessed
- Impact will be assessed at the end of the term
- The service will be terminated should the family consistently fail to make use of the service and referrals to Attendance Management Services will be made as

appropriate

- The bus will operate on a daily basis regardless of the weather
- The children will be collected at an agreed time between 8.10 and 8.40am, arriving at school By 8:50am.

Safety guidelines:

- 2 members of school staff will operate the bus on a daily basis Staff and children will wear hi-vis jackets
- Maximum of 10 children on any bus - ratio of adults to children 1:5
- Children will be collected from their home at a specified time each day
- Designated (risk assessed route) will be followed
- Roads will be crossed at appropriate crossing places
- Children will walk in pairs with 1 adult at the front, 1 at the rear - on narrow pavements children will walk in single file
- The school reserves the right to suspend the bus service for any child who does not behave sensibly and safely

Guidelines for parent/carers:

- Parent/carers will sign the consent form before commencement of the scheme
- Parent/carers will phone the school before 8am if their child will not be attending school that day
- Parent/carers will ensure their child is ready at the specified time; the bus will not wait
- It is the parent/carers responsibility to bring the child to school if the bus is missed
- Parent/carers will brief their child on the need for good behaviour
- Parent/carers will ensure that their child is dressed appropriately for the weather

Guidelines for children:

- Children will walk sensibly with a partner or in single file on narrow pavements
- Children will follow the adults' instructions
- Children will carry and be responsible for their own belongings
- Children will wear a hi-vis jacket

17. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by The Assistant Head and Senior Learning Mentor. At every review, the policy will be approved by the full governing board.

18. Links with other policies

This policy links to the following policies:



- Child protection and safeguarding policy
- Behaviour policy
- Well being Policy

“Every day counts and Every Child Matters!”

- Article 28 (right to education)
- Every child has the right to an education.

Appendix A

School Attendance letter of concern Letter 1

Date:

Dear Parent/Carer,

RE: (Pupil Name)

It is our school's aim for pupil's to have as close to 100% attendance as possible. During our regular monitoring of pupil attendance, we identify pupils whose attendance causes concern. We are therefore writing to you due to (*name of pupil's*) current level of attendance since September 202..... (or start date)

Attendance	<current attendance> %
Authorised Absence	<current AA> %

Unauthorised Absence	<current UA> %
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We will be closely monitoring (child name) and expect to see an improvement. If you have any queries or would like to talk to anyone about your child's attendance, please do not hesitate to contact (named school person) on (telephone number)

For Information - Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under *Anti-Social Behaviour Act 2003* and /or prosecution under *section 444 of the Education Act 1996*

Yours sincerely

Mrs A Chowdhury

Senior Learning Mentor

Appendix B

School Attendance letter of concern- continued absence Letter 2

Date:

Dear Parent/Carer,

RE: (Pupil Name)

Since we wrote to you on **(date of 1st letter)**, **(name of pupil)**'s attendance has failed to improve significantly, and is now (attendance percentage) %.

Ongoing irregular school attendance is a factor often linked to low levels of academic success. It is important that irregular attendance is dealt with as early as possible to prevent poor habits of attendance forming with **(name of pupil)**. Irregular attendance habits make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help **(name of pupil)** to improve **(his/her)** attendance. If you would like to discuss **(name of pupil)**'s attendance please contact The Senior Learning Mentor on 0207 476 1284 and they will be happy to talk with you.

We would appreciate your support to make sure **(name of child)**'s attendance improves. The school will continue to monitor the situation and you may be called in for a meeting if unauthorised absence continues to occur.

*For Information - Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and /or prosecution under **section 444 of the Education Act 1996**.*

Thank you for your cooperation

Yours sincerely

Mrs A Chowdhury

Appendix C

School Attendance Support Meeting Letter 3

Date:

Dear Parent/Carer,

RE: (Pupil Name)

We wrote to you on the (date) explain that your child's attendance is a cause of concern, despite this, (child's name) has had further absences. Your child's current attendance is % and they have been late on (? occasions). Therefore, we would like to invite you to a school attendance support meeting, to identify the reasons for the absences and put strategies of support in place to improve their school attendance.

The following appointment has been made:

Date:

Time:

Venue:

Please inform us if you are unable to attend this meeting in order for the meeting to be rearranged.

Yours sincerely

Yours Sincerely

Mrs A Chowdhury

Ms R Woodhall

Senior Learning Mentor
Head/SENCO

Assistant

Appendix D

Pre-referral meeting invite Letter 4a

Date:

Dear Parent/Carer,

RE: (Pupil Name)

KeirHardiePrimary School works in partnership with the Attendance Targeted Support Service to ensure pupils attend school on a regular and punctual basis.

As part of our commitment to improving, the attainment of our pupils, (School) monitors attendance and punctuality on a regular basis, and identifies any pupils whose attendance/punctuality is a cause for concern. Your child's current attendance is % and they have been late on (? occasions).

We would like to discuss this matter with you further, the following appointment has been made with Senior Learning Mentor and) Attendance Management and Welfare Adviser to attend a pre-referral meeting.

Date:

Time:

Venue:

At the meeting we would like to agree a plan to work together to improve your child's attendance and punctuality.

For Information - Failure to ensure regular and punctual school attendance, may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and /or prosecution under **section 444 of the Education Act 1996**

Yours sincerely

Mrs A Chowdhury

Senior Learning Mentor

Appendix E

Pre-referral Meeting Outcome Letter 5a

Date:

Dear Parent/Carer,

RE: (Pupil Name)

Thank you for attending the pre-referral meeting on xxx at xxx School. I have enclosed a copy of the Attendance Actions and Targets that were agreed and signed at that meeting.

As discussed at the meeting your child's attendance will be monitored closely. If there are any further unauthorised absences your child will be referred to the Attendance Targeted Support Service, which could result in either an Attendance Panel Hearing, where the matter will be considered for referral to Magistrate's Court, or a Fixed Penalty Notice being issued.

*For Information - Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and /or prosecution under **section 444 of the Education Act 1996***

Yours sincerely

Mrs A Chowdhury

Senior Learning Mentor

Appendix F

Pre-referral Meeting Outcome Letter 5b

Date:

Dear Parent/Carer,

RE: (Pupil Name)

Thank you for attending the meeting on atSchool. I have enclosed a copy of the Actions and targets that were agreed and signed at that meeting.

As discussed at the meeting your child's attendance will be monitored closely. If there are any further unauthorised absences, we will follow through with our poor attendance processes before considering a request to the Local Authority for statutory intervention i.e. referral to Magistrate's Court, or a Fixed Penalty Notice being issued.

*For Information - Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and /or prosecution under **section 444 of the Education Act 1996***

Yours sincerely

Mrs A Chowdhury

Senior Learning Mentor

Appendix G

Pre-Referral meeting DNA Letter 5c

Date

Dear Parent/Carer,

Re: Pre-Referral meeting

RE: (Pupil Name)

I wrote to you on and invited you to attend a meeting at.....school on to discuss.....attendance with myself and the (name) Attendance Management Welfare Adviser.

As you failed to attend the meeting, I would urge you to contact me immediately on the above number to discuss.....'s attendance at school and what is impacting on his/her ability to attend regularly.

Your child's attendance will be monitored closely and any further unauthorised absences may result in your child being referred to the Attendance Targeted Support Service, which could result in either an Attendance Panel Hearing being held, where the matter will be considered for **referral to London Borough Newham for statutory intervention, or a Penalty Notice.**

*For Information - Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and /or prosecution under **section 444 of the Education Act 1996***

Yours sincerely

Mrs A Chowdhury

Senior Learning Mentor

Appendix H

Referral meeting-DNA Letter 5d

Date:



Dear Parent/Carer,

RE: (Pupil Name)

I wrote to you on and invited you to attend a meeting at.....school on to discuss.....attendance with myself and the (name) Attendance lead.

As you failed to attend the meeting, I would urge you to contact me immediately on the above number to discuss.....'s attendance at school and what is impacting on his/her ability to attend regularly.

Your child's attendance will be monitored closely and any further unauthorised absences, we will follow through with our poor attendance processes before considering a request to the Local Authority for statutory intervention i.e. referral to Magistrate's Court, or a Fixed Penalty Notice being issued.

For Information - Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2033** and /or prosecution under **section 444 of the Education Act 1996**.

Yours sincerely

Mrs A Chowdhury

Senior Learning Mentor

Appendix I

Letter 3 – Leave refusal

Date

Dear

Thank you for your recent request for leave of absence form during term time.

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On this occasion I am not able to authorise <Name of Pupil>'s leave of absence from <Date > to <Date ><insert reason>.

My first concern has to be the educational development of <Name of Pupil>. Requests for leave during term time are never taken lightly and in taking this decision I have considered whether the reason for leave is exceptional, as well as <Name of Pupil>'s overall level of attendance, academic attainment and the impact any leave may have on your child's learning during their time away.

If you decide to go ahead with your proposed leave during term time, <Name of Pupil>'s absences will be marked as unauthorised. I should warn you that unauthorised absences are referred to Newham Council who may under certain circumstance consider issuing you with a Penalty Notice or other legal action in relation to unauthorised absences.

If you wish to discuss this matter further, please make an appointment to see me.

Yours sincerely,

V. Otieno

Headteacher

Appendix J

Leave without seeking permission

<Date >

Dear **<Name of Parent>**

I am not able to authorise **<Name of Pupil>**'s leave of absence from **<Date >** to **<Date >**. The reason being is that you went to **<country>** and **<reason>** without seeking permission from the headteacher.

As you have taken this leave during term the absence will be marked as unauthorised. I should warn you that unauthorised absences are referred to Newham Council who may under certain circumstances consider issuing you with a Penalty Notice or other legal action in relation to unauthorised absences.

If you wish to discuss this matter further, please make an appointment to see me.

Yours sincerely,

V. Otieno

Headteacher

Appendix k

Request for Leave of Absence

In a drive to reduce high levels of absence, and improve school attendance across the board, Newham council have introduced a penalty notice scheme. Newham schools have been advised strongly not to authorise holiday absences during term time. Penalty notice or referral to the courts can be issued for a range of reasons, including persistent absences, persistent lateness and term time holiday.

Regular attendance at school is a legal requirement and **Section 444(1) and 444(1A) of the Education Act 1996 and section 36 of the Children Act 1989** already exist to enforce attendance through the courts in appropriate circumstances.

Request for leave during term time must be applied for in advance. Please write a letter to the

Headteacher; explaining your reason for your request and supporting document e.g. copy of your tickets, medical evidence.

Leave taken without the permission of the Headteacher will be recorded as unauthorised and you may be liable to a Fixed Penalty Notice for £120 per parent, per child (£60 per parent, per child if paid within 21 days from date of issue).

To the Head Teacher,

I would like to apply for permission to take my child/children:

.....in class

..... in class

..... in class

Out of school during term time fromuntil.....

Reason.....

Please write your relationship to the child/children (i.e. mother, father, and carer)

.....

I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION:

Signed..... Date.....

Parent/Guardian

Please print your name.....

Permission: **unauthorised/authorised**

Signed Head Teacher Date.....

Appendix I

Leave Request Consideration Form

Pupil.....Class.....

Current Attendance %Previous 2 years attendance %...../.....

Pupil Class.....Attendance

Current Attendance %Previous 2 years attendance %...../.....

Pupil.....Class.....Attendance

Current Attendance %Previous 2 years attendance %...../.....

Days of leave requested.....

Pupil attendance overview

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Appendix M

Lateness

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Children may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher. Therefore, everyone's education is compromised.

If your child is going to be late due to an urgent medical appointment please ensure that the office is informed and have seen proof of the medical appointment either before or after they have attended.

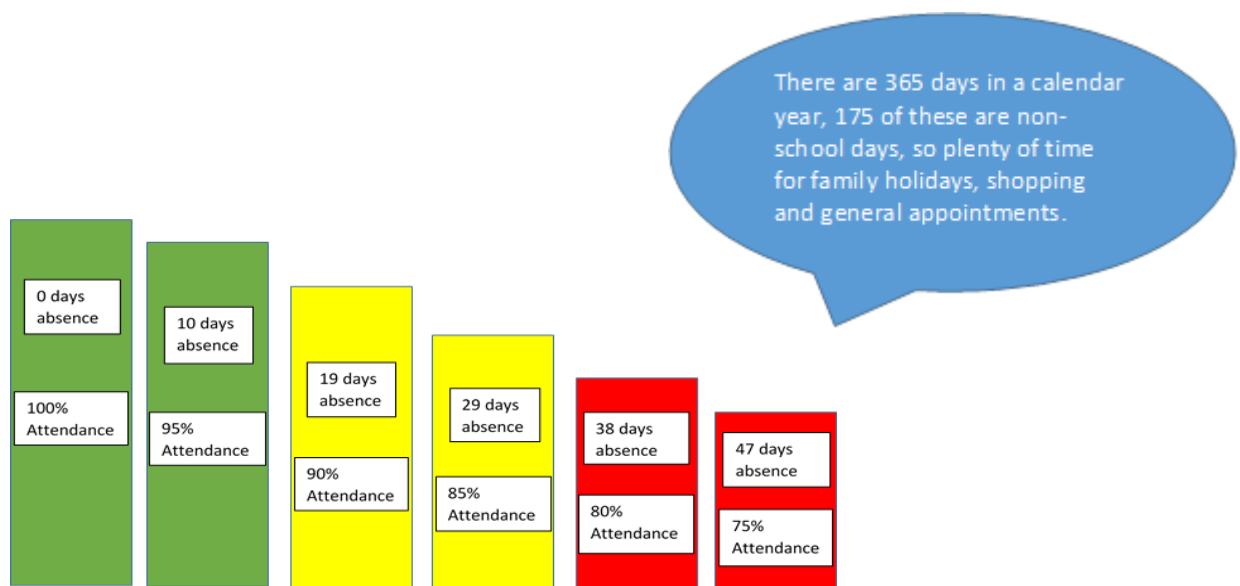
The only way to ensure that your child is not marked as late in the register is for them to be in their class line before 8.45am.

Late collection after school is also monitored. Please ensure you collect your child promptly at the end of the day.

Persistent lateness

A text message will be sent to those parents whose child has been late on several occasions. If lateness still persists, then you will be asked to attend a meeting with the school Learning Mentor to discuss the reasons for your child's lateness. The school will work with you in finding solutions if there are genuine difficulties. However, if lateness persists, you will be invited to a formal meeting with a member of the Senior Leadership Team.

Please arrive at school early every day, allowing yourselves plenty of time to line up and ready to be collected.



Thank you for your continuous support



Appendix N - Parent Contract

Keir Hardie Parenting Contract

This parenting contract is a voluntary agreement between (name of school) and the parent(s)/carer(s) and pupil named below. All parties agree to work together to ensure that the aims of this contract are fulfilled and the outcomes for the pupil are successful.

Name of Pupil			Date of Birth		Year Group/Tutor	
Parent/Carer Name			Parent/Carer Name			
Home Address			Contact numbers			
			Mobile:			
			Home:			
SEN/EHCP	Yes/No	If Yes Please Clarify	Medical Needs	Yes/No	If Yes Please Clarify	
Current Attendance Certificate			Attach Attendance Certificate			
Absence			%		Sessions of	
					Expected Sessions of Attendance;	

Historic Attendance:								
Nursery (1)	Nursery (2)	EYs	Y1	Y2	Y3	Y4	Y5	Y6

	Autumn			Spring			Summer		
Name	Reading	Writing	Maths	Reading	Writing	Maths	Reading	Writing	Maths

This contract has been drawn up and agreed between the Parent/Carer/Pupil and the following parties;

(inc; School Representatives – Internal/External Agencies – Other Relevant Officer/Service(s))

Name and contact details	Role	Relationship to Child

Reasons Given For Absences;

Illnesses	Other Reason(s)
Medical Evidence Provided Y/N	

Previous Meetings To Address Attendance; (Attach Notes)	Dates;
Support/Intervention Meetings ; (Attach Completed Form(s))	Dates;

Current Interventions/Support in Place/Offered

Current Interventions/Support in Place/Offered

What actions have been taken? (please tick)

Traffic Light Monitoring		Curriculum/class changes	
Student Interview		Peer mediation	

Telephone calls home		Rewards & Recognition	
Meeting with parent/carers		Early Help	
CAMHS referral		Referral to Outside Agency:	
Attendance improvement meeting		External agency support (please specify)	
Legal Action			
Group work			
Other:			

We have agreed the following:

What is Working;	
Pupil;	
Parent/Carer;	
School Representative;	
Other;	

What is Not Working/Barriers;	
Pupil;	
Parent/Carer;	
School Representative;	
Other;	

What is Needed/Can Be Reasonably Expected to Effect Change;	
Pupil;	
Parent/Carer;	
School Representative;	
Other;	

Actions;

Key Points	Actions Required	By Who	When

Attendance Zone	Less than 90%	91% - 95%	96% - 100%
Review 1			

Review 2			
Review 3			

We will review this arrangement on the following date:

Consent of Parent(s)/Carer(s)

This contract is a voluntary agreement between the Keir Hardie Primary School and the Parent(s)/Carer(s) and pupil as named above. I/we agree to the actions set out above and I/we agree to support our child's access to their education through ensuring regular and punctual school attendance and engaging fully with the interventions and support in place/offered.

I/we understand that if we do not support our child's access to their education, as agreed, that the school will seek a review meeting at an earlier date, than agreed to address the issue.

By signing this agreement, I/we the Parent(s)/Carer(s) understand that the information contained on this form may be shared with other relevant agencies to ensure that the appropriate services are provided. I/We understand that this information will be stored either electronically or in the manual records by the school/LA for case management purposes.

Signed:

Parent(s)/Carer(s): _____

Date: _____

Parent(s)/Carer(s): _____

Date: _____

Agreement of school;

The school will provide the interventions and support as detailed.

Signed:

Head teacher (Delegated Representative);

Date: _____

It should be noted that although this is a voluntary agreement any departure from it may result in a referral to the Attendance Advisory Service, as the Local Authority has a duty to consider the use of legal interventions to formally address irregular school attendance.

I/We, the Parent(s)/Carer(s), also understand and agree that information about me/us has been and will continue to be collected and will be shared with appropriate agencies so the school can assess and provide appropriate assistance and services.

We understand that this information will be stored either electronically or in the manual records by the school and included in the child's records, which will be passed to any other school they might attend. The local authority may also retain records for case management purposes until the end of the agreement, and for 6 months following, to monitor and evaluate the effectiveness of the plan. The school/LEA will keep the information updated and notify anyone who is given the information of any changes to ensure corrections are made.

Signed:

Parent(s)/Carer(s)_____Date:_____

Signed:

Parent(s)/Carer(s)_____Date:_____

Data protection notice:

Appendix O - Attendance Targeted Support Service Flow Chart

