

Jotmans Hall Primary School

Attendance Policy

Approved/Accepted/Ratified by the
Full Governing Body
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Policy Review - November 2019



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JOTMANS HALL SCHOOL

ATTENDANCE POLICY

Our aim is for every child at Jotmans Hall School to have outstanding attendance in order to benefit from an outstanding education.

Introduction and Background

Jotmans Hall Primary School recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

The school expects every pupil to attend school regularly every day, on time and properly equipped ready to learn.

This policy is written with the above statement in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the *Headteacher*, not the parent, who can authorise the absence.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy has been developed in consultation with school governors, teachers, the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.



Promoting Regular Attendance

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Make clear our expectations with regard to attendance and punctuality to Parent/Carers, through school induction meetings, our website, information sent to Parent/Carers and our weekly newsletter.
- Post copies of the Attendance Policy and Leave of Absence Policy on the school website. Copies of these policies will also be included in our Parent/Carer information packs.
- Post guidance from the Department of Health, as to actions a Parent/Carer should take in cases of certain illnesses, on our website.
- Report to Parent/Carers annually on their child's attendance, on their end of year statement.
- Pupils with a known attendance problem being admitted to school will be interviewed with the parents and will be set targets for improvement.
- Parents will be kept regularly informed of all concerns regarding attendance and punctuality.
- Pupils who have been absent for an extended period of time will be reintegrated back into school through a structured and individually tailored programme.
- All issues, which may cause a pupil to experience attendance difficulties, will be investigated by the school, and supported i.e. temporary need for taxi transport etc.
- The school will have regular meetings with the School Attendance and Pupil Support Officer in order to identify and support those pupils who are experiencing attendance difficulties.
- We will celebrate excellent attendance, on a weekly, termly and annual basis through such mediums as our website, weekly newsletter and displays within school. The classes with the highest weekly attendance will be mentioned in the school newsletter and awarded Parliament Points.
- Reward good or improving attendance
- Celebrate the excellent attendance of individual pupils on a termly basis through a bronze, silver and gold badge strategy (100% for 1 term = a bronze badge, 100% attendance for two terms = a silver badge and 100% attendance for 3 terms = a gold badge).
- Celebrate exceptional attendance e.g. a pupil has 100% attendance for each consecutive year in either Keystage 1 or Keystage 2.
- At the end of each term the class with the highest attendance will be awarded a trophy.
- At the end of the school year, the class with the highest attendance will be awarded a trophy, by a School Governor.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the Parent/Carer), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.



Authorised absences are mornings or afternoons away from school for a good reason.

Absences for the following reasons may be authorized where Parent/Carers have confirmed the absence by telephone or writing prior to the absence.

- Sickness
- Emergency medical/dental appointments
- Days of religious observance
- Exceptional family circumstances i.e. bereavement
- Emergencies or other avoidable causes. The decision to authorise these absences will be made by the Headteacher.
- If permission for absence has been granted in advance by the Headteacher.
- Transport arranged by the Local Authority has failed to arrive where the pupil lives beyond statutory walking distance.
- Emergency or other unavoidable causes

If medical appointments are arranged for the middle of the school day, Parent/Carers will be expected to collect their child from school at a reasonable time before the appointment and to return their child to school after the medical appointment. Failure to do so, may result in the session being marked as absent.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absence includes:

- Parents/Carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school too late to get a mark on the attendance register
- shopping trips, hair cuts etc
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave- 5 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority
- day trips
- minding the house
- other leave of absence in term time which has not been agreed

School Attendance and the Law

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

The school expects every pupil to attend school regularly every day, on time and properly equipped ready to learn.

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that Headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.



It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school.

If the absence is not authorised and the leave is still taken, the case may be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

If the penalty is not paid within the time scale the penalty will increase to £120 per parent. If the higher penalty is not paid within 28 days, the Attendance Compliance Team will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly. ***Parents can be fined up to £2500 and/or imprisoned for failing to ensure their child attends school regularly.***

In compliance with the Education Act 436A (Chapter 2, Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education and Child Employment Service, which has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

At Jotmans Hall Primary School 'exceptional circumstances' will be interpreted as: being of unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time. (See Leave of Absence Policy Appendix B and Leave of Absence Procedures Appendix F)

The Headteacher and Governing Body will consider the following applications:

- Music festivals, examinations or performances.
- Approved sporting activities.
- Recognised examinations (e.g. dance, music or LAMDA).
- Visit to a new school if a pupil is changing school mid-year due to moving house.
- Family circumstances. Applications may be authorised for the following:
 - close family weddings (up to two days)
 - close family funerals (up to two days)
 - the graduation ceremony of a parent or sibling
 - severe illness of a close family member.

NB. Definition of close family is: mother, father, brother, sister, grandfather, grandmother.

We will not agree leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.



Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this such as the School Nurse, Local Authority Officers or Child and Family Support Worker.

Persistent Absenteeism (PA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a Parent/Carer's fullest support and co-operation to tackle this.

We monitor all absence, and the reasons that are given, thoroughly. See Attendance Monitoring Process - Appendix C

If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the Parent/Carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

All our PA pupils and their parents are subject to a School Improvement Meeting where a member of the Senior Leadership Team and the School Attendance and Pupil Support Officer will meet with the Parent/Carers.

Within this meeting the following is discussed:

- What the school is worried about
- Parent/Carers explanation for their child's absences
- What is going well and what has worked before
- What needs to change
- Next steps are devised for the school, to support the pupil in raising their attendance percentage. This may include additional support through the School Nurse, Local Authority, CAVS, Children and Families Hub or Social Care. This may also include individual incentive programmes, individual targets, participation in group activities e.g. circle time
- Next Steps for the Parent/Carers are also devised and discussed.

If the child's attendance does not improve and the Parent/Carers are not working in collaboration with the school, the Parent/Carers are subject to an Early Help Plan / Team Around the Family Meeting. Outside Agencies may be invited to attend this meeting. The Early Help Plan may be forwarded to the Children and Families Hub (Level 2).

If after this level of intervention, a child's attendance percentage does not improve, Jotmans Hall Primary School will make a referral to the Attendance Compliance Team

Circumstances in which a Penalty Notice may be issued

Penalty Notices for Unauthorised Leave of Absence may be issued on behalf of Essex schools/academies by the Attendance Compliance Team solely on the basis of:

- At least 10 sessions of unauthorised absence during the previous ten school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised for the whole session.



- Concerns due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during the first two weeks of September.

Where parent fails to pay the Penalty Notice fine, they will face prosecution and could be liable for a fine of up to £1000 and receive a criminal record

If the parent pleads 'not guilty', Headteachers will be called as witnesses at the trial.

Absence Procedures

If a child is absent from school the Parent/Carer must follow the following procedures:

- Contact the school on the first day of absence before 9.20 a.m. If no member of staff is available to talk to a Parent/Carer, then a message must be left on the school answering machine giving an explanation of why the child is absent from school. A member of staff will then call the Parent/Carer, as soon as possible after 9.20 a.m. to discuss the reasons for the child's absence.
- Parent/Carers must contact the school on every further day of absence, before 9.20 a.m.
- Parent/Carers must ensure that their child returns to school as soon as possible.

If your child is absent we will:

- Record details of a conversation they have had with Parent/Carer as to why a child is absent from school e.g. SIMS
- Contact a Parent/Carer if a message concerning an absence is left on the school answering machine. A record of this conversation will be noted on SIMS.
- If a child is absent from school and there has been no contact from the child's Parent/Carers, as to why the child is absent, the school will contact the Parent/Carer to ascertain information concerning the child's absence. If the school is unable to contact the child's Parent/Carer or other contacts stated on the child's personal file, the school will follow the Unexplained Unauthorized Absence procedure - see Appendix D
- Pass information from the Office Staff, to the Headteacher or Designated Safeguarding Lead, regarding unexplained unauthorized absences or irregular attendance patterns.
- Monitor the attendance of all our pupils through half termly attendance monitoring meetings and follow the Attendance Monitoring procedures - see Appendix C . If a child's attendance continues to deteriorate the school will refer the matter to the Attendance Compliance Team to request a formal School Attendance Meeting. The School may also forward the Early Help Plan / Team Around the Family Meeting information to the Children and Families Hub.

After 4 days of sickness absence the parent/carer will be required to provide a letter and medical evidence, to explain why their child has been absent from school. The following are examples of acceptable written evidence for sickness absence:

- Appointment cards/letters
- A text message confirming that an appointment has been made with the G.P.
- Medical certificate
- Letter from GP
- A photocopy/photograph of the tear off slip retained by the Parent/Carer when a prescription is issued
- Photocopy/photograph of the label on any medication prescribed for the pupil in question.



If there is an extensive period of absence due to medical reasons the school or the School Attendance and Pupil Support Officer may ask for the permission of the Parent/Carer to contact the child's GP to confirm that the medical condition prevents the child from attending school and to establish a possible return date for the child.

Procedures for Following Up Absences

- Appendix C - Attendance Monitoring Procedure
- Appendix D - Unexplained Unauthorised Absences Procedure
- Appendix E - Punctuality Monitoring Procedure
- Appendix F - Leave of Absence Procedure

The Missing Education and Child Employment Service

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority. Local Authority Officers work with schools, families and other professionals to reduce persistent absence and improve overall attendance. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see Annex A for the Essex Code of Conduct), prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance.

Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness: The start and close of registers.

- The school gates are opened at **8.45 a.m.** and the children should proceed straight to their classroom. At 8.55 a.m. the gates are closed and pupils are expected to be in their classrooms, ready to start their learning.
- Registers are taken at **8.55 a.m.** and your child will receive a late mark if they are not in by that time.
- Children arriving after **8.55 a.m.** are required to come in to school via the school office if accompanied by a Parent or Carer, the Parent/Carer will sign them into our 'Late Book' and provide a reason for their lateness which is recorded.
- Children arriving after **9.25 a.m.** will be marked as having an unauthorised absence.
- The school follows the Punctuality Monitoring Process - see Appendix E
- Child who go home for their lunch are expected to be back in school at **1.05 p.m.** Any child who arrives after 1.05 p.m. will be marked as late.
- From time to time the Attendance and Pupil Support Officer will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

At **9.25 a.m. and 1.35 p.m.** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists. If your child has a persistent late



record you will be asked to meet with the Attendance and Pupil Support Officer (Punctuality Monitoring process – see Appendix E), but you can approach us at any time if you are having problems getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality.

The Legal Status of Registers

The register is a legal document and must be marked accurately, recording pupils attendance or absence and in the latter case if authorised or unauthorised. A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a pupil. Registers must be kept for a minimum of 3 years following completion at the end of the academic school year.

Roles and Responsibilities

The School:

- The school will encourage good attendance and will communicate with parent/carers if there is a problem with attendance or punctuality.
- The school will identify and recognise pupils with excellent attendance on a weekly, termly and annual basis. (Termly and annual attendance certificates and badges, class attendance trophies).
- The school staff will set a good example in matters of attendance and punctuality and will investigate all absenteeism and lateness.
- A member of the Senior Leadership Team, the School Attendance and Pupil Support Officer and Office Manager will monitor attendance on a half termly basis. Where a pupil's attendance causes concern or falls below 90% or a pupil's punctuality raises concerns, the school will follow the agreed attendance/punctuality procedures, to prevent a child falling into the persistent absentee category. Medical evidence may be requested by the school.
 - Appendix C – Attendance Monitoring Procedure
 - Appendix D – Unexplained Unauthorised Absences Procedure
 - Appendix E – Punctuality Monitoring Procedure
 - Appendix F – Leave of Absence procedure
- The Senior Leadership Team will produce an attendance termly report for Governors.
- The school will contact parent/carers, immediately after the registers have been checked, when a child is missing from school. If the school is unable to contact parent/carers, then the school will follow the Unexplained Unauthorised Absence procedure – Appendix C.
- All issues, which may cause a pupil to experience attendance difficulties, will be investigated by the school, and the school will endeavour to support the pupil's needs.
- The school will work in partnership with parents and pupils to resolve issues which affect attendance or punctuality as quickly as possible e.g. School Based Attendance Meetings and Early Help Plan / Team Around the Family meetings (EHP/TAF).



- The school will liaise with health agencies, when a child has long term absences due to medical reasons. If required Team Around the Family Children meetings will be held, with the relevant agencies attending. Equality Act 2010
- End of Year Statements and SEND reports will include a child's attendance percentage.
- The school will include in reports to parent/carers on achievement, pupil's attendance at least annually.
- Pupils will be listened to and respected and encouraged to develop independent strategies to support good attendance. Pupil's efforts to improve their attendance will be recognised by the school.
- Pupils will have individual records of attendance/punctuality acknowledged by the school.
- The school will relay current information to parent/carers information regarding Guidance on Infection Control in Schools. This will be posted on the school's website.
- Office staff will consult with Parent/Carers and offer medical advice with regard to information from the most up to date Guidance on Infection Control in Schools.
- The school will publish information with regard to attendance and punctuality within the attendance section of the school website.
- The school will make a referral to the Attendance Compliance Team or the Child and Families Hub, if school based interventions to improve a child's attendance do not have the intended impact.
- If the pupil is returning to school after an absence of longer than two weeks, in exceptional circumstances there will be provision to allow the pupil to ease back into the school system. In the event of a pupil returning after a long term absence then an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible.
- The school will give pupils the opportunity to voice their concerns about school and lessons through pupil perception surveys.

The school may refer a pupil **to the Attendance Compliance Team** if their **attendance falls below 90%** in the preceding ten weeks and they have 10 or more unauthorised absences. This is the beginning of a legal process that may result in prosecution should attendance not improve.

The school will make a referral to the Attendance Compliance Team, if at least 10 sessions (5 days) of unauthorised leave of absence (G coded) during the previous 10 weeks and a Penalty Notice may be issued.

The school will make a referral to the Attendance Compliance Team if there have been at least 6 consecutive sessions of unauthorised leave of absence (G coded) during the first two weeks of September and a Penalty Notice may be issued.



The school will refer a pupil who is absent for 10 sessions (5 days) and the Parent/Carers have failed to notify the school and the school has been unable to make contact with the Parent/Carers, to the **Local Authority** and the Attendance Compliance Team.

By law, all children of compulsory school age must receive suitable full time education. As a Parent you are committing an offence if you fail to ensure your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being given a penalty notice or being taken to court. A penalty of £60 may be issued by the Local Authority as an alternative to prosecution. This rises to £120 if unpaid after 21 days. Failure to pay will lead to prosecution. Parents can be fined up to £2500 and/or imprisoned for failing to ensure their child attends school regularly.

Parent/Carers:

- Parent/Carers are responsible for ensuring their child regularly and punctually attends school, properly dressed, equipped and in an appropriate condition to learn.
- Parent/Carers have a legal responsibility to ensure that their child is in an educational setting when they are of 'compulsory school age'. Jotmans Hall Primary School expects every pupil whose 5th birthday is in the current academic year to start school on the first pupil school day of the autumn term. However the school does take note of the Attendance Compliance Team guidance November 2017.

The point at which a child will reach compulsory school age may be calculated as follows:

- ❖ where a child's 5th birthday falls between 1st April and 31st August, they will be required to attend school at the start of the autumn term following his/her 5th birthday.
- ❖ where a child's 5th birthday falls between 1st September and 31st December, they will be required to attend school at the start of the spring term following his/her 5th birthday.
- ❖ where a child's 5th birthday falls between 1st January and 31st March, they will be required to attend school at the start of the summer term following his/her 5th birthday.
- Parents are responsible for immediately informing the school of the reason for any absence by telephone call or text message on the first morning of any absence (this does not include authorised/unauthorised holidays) before **9.20 am**. The school will follow up any messages or text messages with a phone call to parent/carers. If the school is unable to contact parent/carers, their child's absence will be marked as unauthorised and the Designated Safeguarding Lead will be informed.
- Parent/carers must contact the school **each day** a child is absent from school, due to illness. (Exceptions to this expectation will be decided on an individual basis by a member of the SLT e.g. long stay in hospital etc.)
- Parents will be required to present the school with **medical evidence** after the **fourth day** of a child's absence due to sickness. This evidence could be in the form of:
 - an appointment card/slip
 - a text message confirming that an appointment had been made with the G.P.
 - a photocopy/photograph of the tear off slip retained by the parent/carers when a prescription is issued.
 - a photocopy/photograph of the label on any medication prescribed for the pupil in question
 - a letter from the G.P.



- Parents are expected to communicate and work with the school to resolve any issues affecting attendance.
- Parent/carers are expected to inform the school in advance of any medical, dental or optician appointments etc and provide proof of the appointment. This evidence could be in the form of:
 - an appointment card/slip/letter
 - a text message confirming that an appointment had been made with the G.P. or other health agency.

If medical appointments are arranged for the middle of the school day, parent/carers will be expected to collect their child from school at a reasonable time before the appointment and to return their child to school after the medical appointment. Failure to do so, may result in the session being marked as absent..

- Parent/carers will be required to attend school based attendance meetings (where attendance falls below 90%) **with a member of the Senior Leadership Team and the School Attendance and Pupil Support Officer**; all meetings will be documented and minuted.
- Parent/carers will be expected to follow and work with the school, to ensure the Action Plan next steps and outcomes, discussed and agreed upon during the school based attendance meeting are achieved and their child's attendance percentage increases.
- If a parent/carer fails to attend the school based meeting and a child's attendance continues to deteriorate (below 85%) or does not improve, then parent/carers will be expected to attend an **Early Help Plan / Team Around the Family (EHP/TAF)**. If the child's attendance continues to decrease after these school based interventions, a referral may be made the Attendance Compliance Team.
- Parent/carers are expected to work in a constructive and collaborative manner, with the school and School Attendance and Pupil Support Officer, when unforeseen circumstances arise, which have an impact upon their child's attendance.
- Parent/carers are expected bring their child/ren to school between 8.45 a.m. and 8.55 a.m. If circumstances arise that prevents a child arriving after the school gates have closed (8.55 a.m.) parent/carers are expected to inform the school, why their child is late either by a telephone call or an explanation when the child arrives at school. Failure to do so, may result in an **unauthorised absence** for the session. If a pupil arrives after 8.55 a.m. they must enter through the main school office and this should be logged in the school late book.
- Parent/carers are expected to attend school based meetings when concerns are raised by the school, due to the number of times a child is marked late in the register.
- Parent/carers are expected to arrange family holidays within school holiday periods. The school is sympathetic to the working arrangements of parent/carers and the repercussions of the increased prices of holidays during school holiday periods, and do recognise the positive experiences experienced by a child whilst on a family holiday. In addition the school does recognise there may be an occasion during a child's school life, when parent/carers cannot avoid taking their child away during term time. In these instances parent/carers are expected to take their child out of school during term time for a period no longer than four days. See Leave of Absence Policy)



Staff responsible for the Registration Process

The Head teacher and Senior Leadership Team are responsible for attendance issues and will check the registers on a regular basis to identify any attendance/punctuality concerns. The Headteacher or a member of the Senior Leadership Team will meet regularly with the Attendance and Student Support Officer to discuss any attendance /punctuality concerns.

The Senior Leadership Team will carry out half termly attendance monitoring. Any pupils whose attendance has fallen below 90%, will be discussed with a view to arranging meetings with either a member of the Senior Leadership Team or the School Attendance and Pupil Support Officer.

The School Office is responsible for ensuring that registers are kept safely and are available for inspection to relevant professionals, and is responsible for logging attendance information onto the computerised system.

The class teacher is responsible for taking the register daily, once for the AM session and once for the PM session. The class teacher is also responsible for register maintenance of their own class register.

The class teacher must include the following:

- using the correct colour ink, black/red
- ensuring each pupil is called by name when taking the register
- ensuring that symbols used are appropriate
- not using correction fluid
- ensuring all mistakes are amended with the original information still clear and corrections clearly marked
- ensuring the registers are neatly kept allowing for ease of reading at all times but especially in an emergency situation - i.e. during a fire procedure

The school will ensure that all staff are aware of the registration process and receive in-service training on registration regulations and education law as required. Each pupil should be called by name when the register is being taken.

Deletion from Roll

For any pupil leaving Jotmans Hall Primary School, other than at the end of year 6 Parents/Carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

Policy Review

This policy will be reviewed as to its effective implementation on an annual basis and will be updated as appropriate.



Appendices

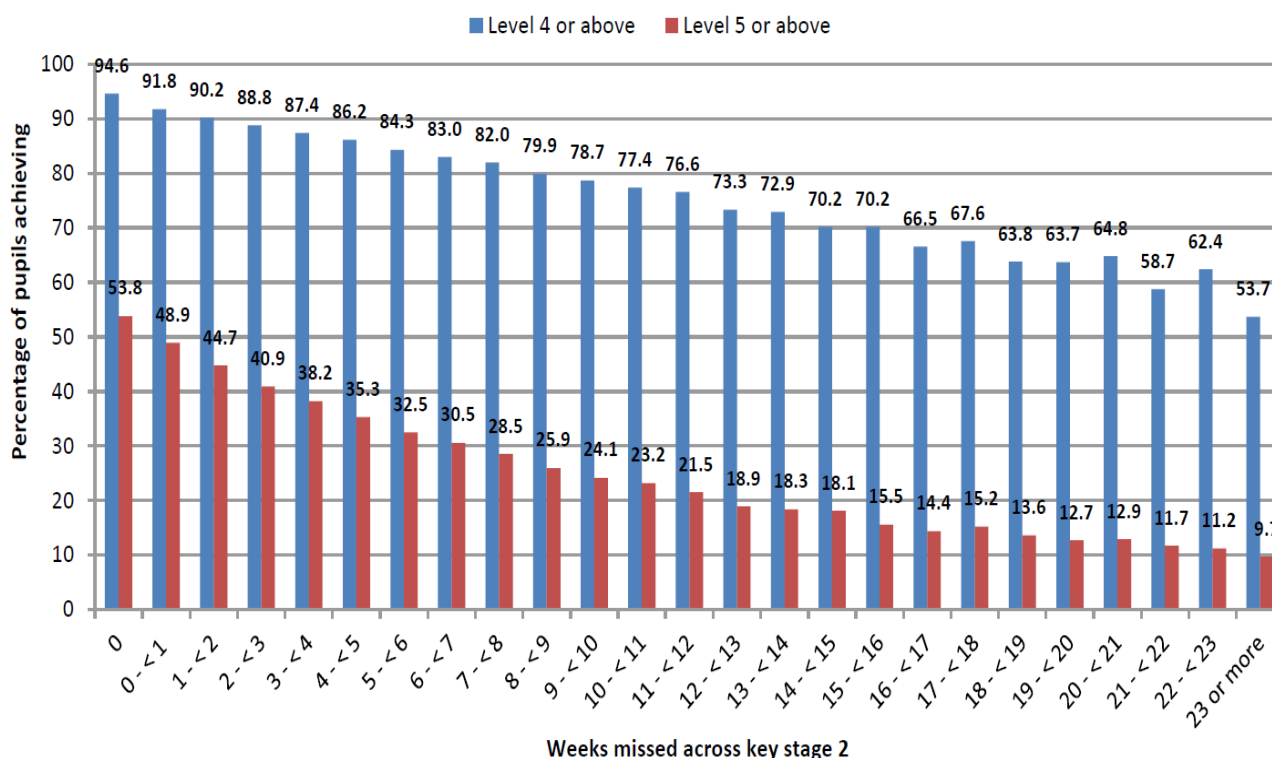
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Appendix A

Important Information related to Attendance

- If your child misses two weeks of school they have missed on average 50 hours of education.
- If a school can improve attendance by 1%, attainment will also improve by 5 - 6%.
- 90% attendance is equal to half a day missed every week.
- If your child has one week off per term for their entire academic life they will have missed one whole year of education.
- One school year at 90% attendance equals four weeks of missed lessons.
- Punctuality matters - missing 5 minutes each day adds up to 3 days lost per year, missing 15 minutes each day adds up to 2 weeks lost per year, being late 30 minutes each day adds up to 19 days in a year (almost 4 whole weeks of learning lost). Arriving on time is as important as being in school every day.
- The DFE has produced evidence showing a link between absence and attainment at the end of Year 6 in the 2013/14 academic years.



- The analysis of the link between overall absence and attainment when taking prior attainment and pupil characteristics into account showed that, for each KS2 and KS4 measure, overall absence had a statistically significant negative link to attainment - i.e. every extra day missed was associated with a lower attainment outcome. This has a direct impact upon your child's working and professional future.



The impact on your child's learning and achievement, when they are absent from school.

Descriptor	Percentage	Actual Attendance	Whole Days Absent	Learning Hour Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious cause for concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190



Appendix B

Jotmans Hall School

Leave of Absence Policy for Pupils



Leave of Absence in Exceptional Circumstances

Applications for leave of absence should be made in the first instance, on the Leave of Absence form accompanied by a letter explaining the exceptional circumstances for the request (no application for leave will be considered unless it is accompanied by a letter), to the Headteacher.

These requests are then passed to the Governing Body for consideration. There is no legal right for a child to be granted leave of absence and taking a child out of school during term time could be detrimental to the child's progress. Every request will be considered on its merits and must be for the minimum period possible. If there are exceptional circumstances the Headteacher may arrange a meeting to discuss the application.

The Governing Body will consider the following applications:

1. Music festivals, examinations or performances.
2. Approved sporting activities.
3. Recognised examinations (e.g. dance, music or LAMDA).
4. Visit to a new school if a pupil is changing school mid-year due to moving house.
5. Family circumstances. Applications may be authorised for the following:
 - close family weddings (up to two days)
 - close family funerals (up to two days)
 - the graduation ceremony of a parent or sibling
 - severe illness of a close family member.

NB. Definition of close family is: mother, father, brother, sister, grandfather, grandmother.

Holidays During Term Time

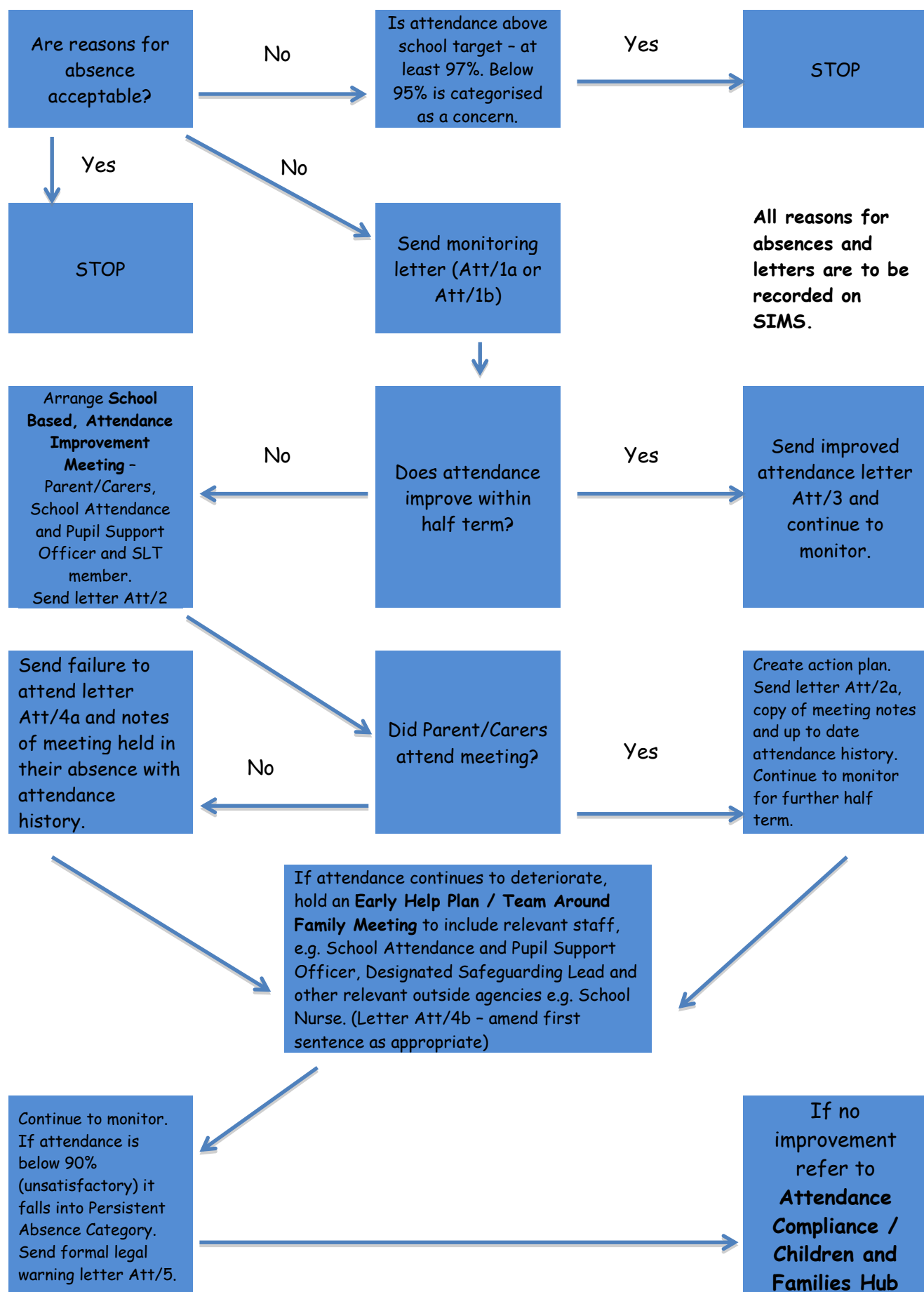
Leave of absence will not be granted for holidays during term time unless there are extremely exceptional circumstances. This is with effect from 1st September 2013.

Any holidays taken during term time will be recorded as unauthorised absence. This will appear on the child's end of year report. The case could be referred to the Missing Education and Child Employment Service, who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent/carers for each child taken out of school. This rises to £120 if unpaid after 21 days. Failure to pay will lead to prosecution. Parents can be fined up to £2500 and/or imprisoned for failing to ensure their child attends school regularly.

November 2018.



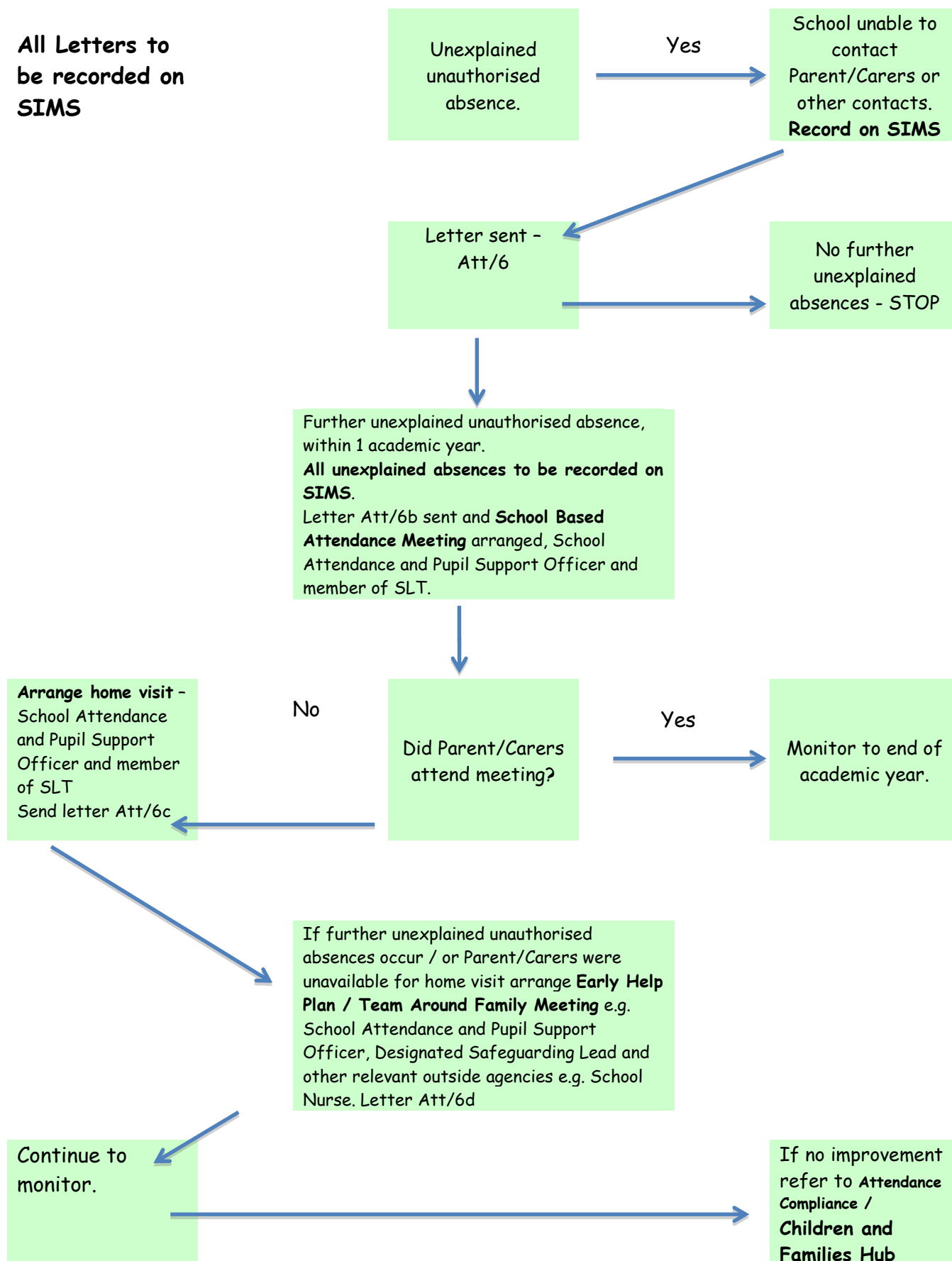
Appendix C - Attendance Monitoring Procedure





Appendix D

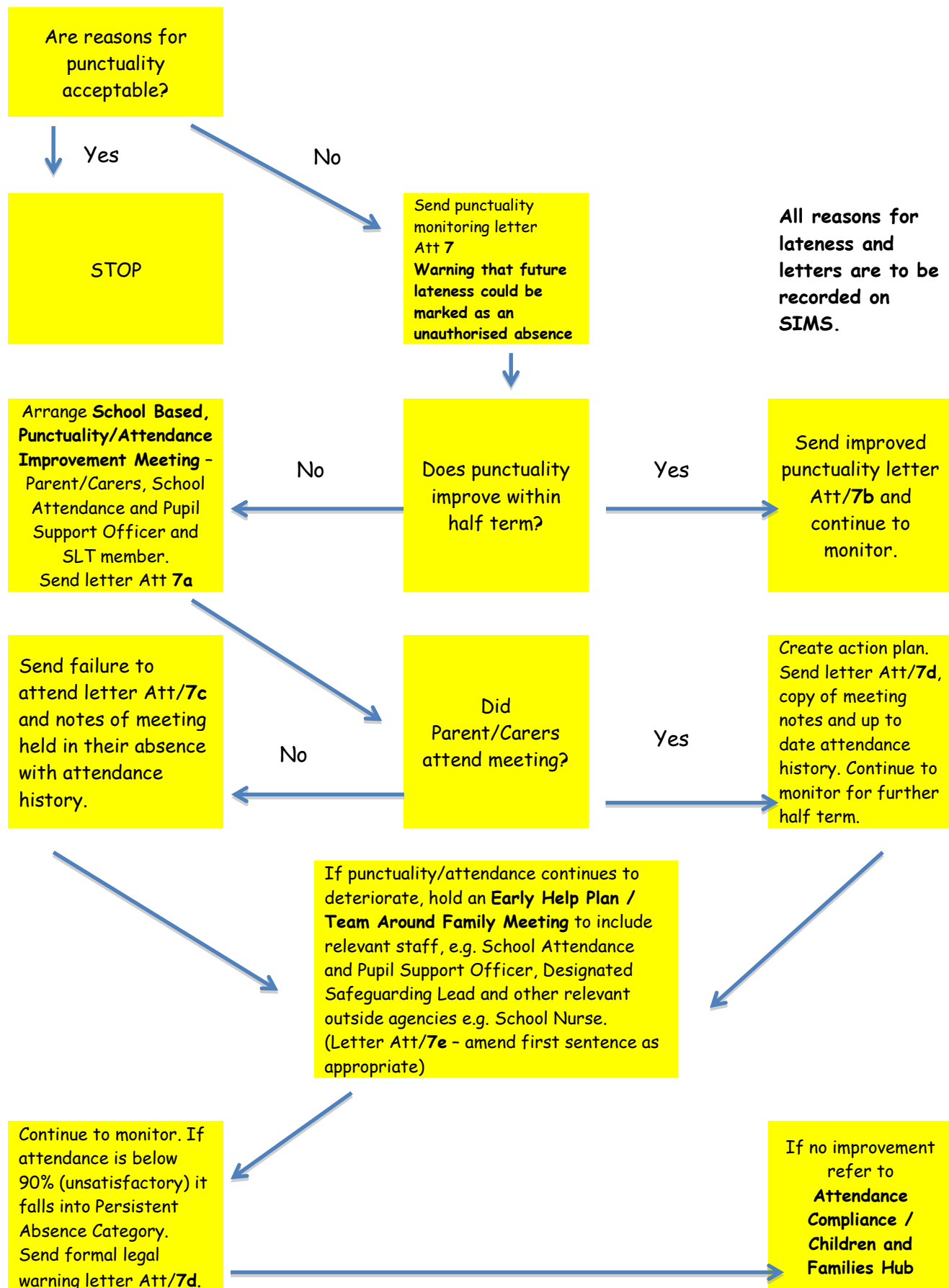
Unexplained Unauthorised Absences Procedure





Appendix E

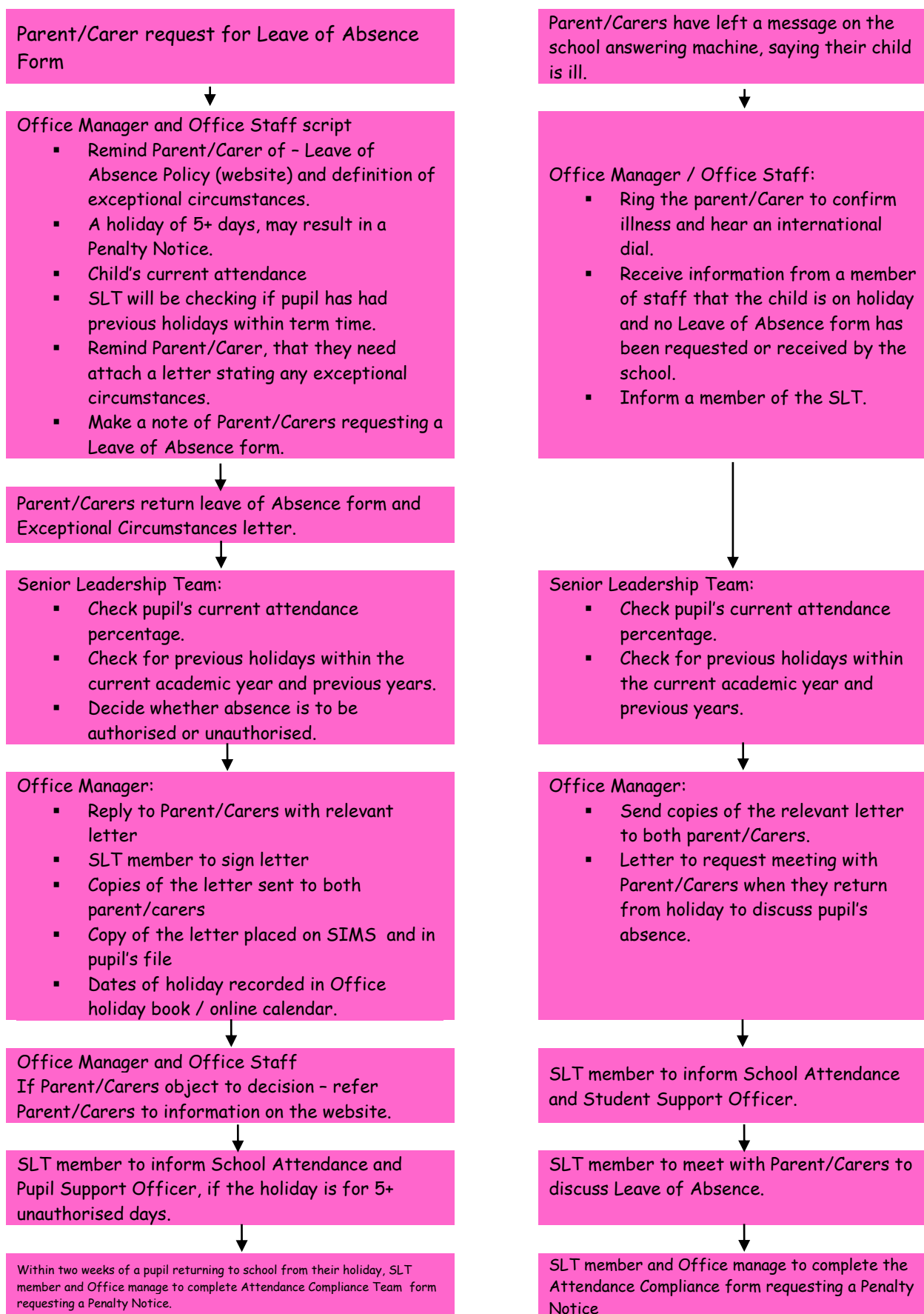
Punctuality Monitoring Procedure





Appendix F

Leave of Absence Procedure





Appendix G

- ESSEX CODE OF CONDUCT
- PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL (November 2017)
- ANTI SOCIAL BEHAVIOUR ACT 2003 SECTION 23

The purpose of this local code of conduct is to ensure that the powers are applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

The Government requires Local Authorities to issue a code of conduct

The Essex code has been agreed following consultation with:

- Essex Local Authority - The Attendance Compliance Team
- Representatives from Governing Bodies and Headteachers of Essex Schools
- Essex Police Service

in accordance with the Education (Penalty Notices) Regulation 2007, Anti Social Behaviour Act 2003) section 23 subsection (1) and Sections 103 to 105 of the Education and Inspections Act 2006; Education (Pupil Registration) (England) (Amendment) Regulations 2013

Anyone issuing a penalty notice to a parent* of a child of statutory school age on roll at an Essex school, must do so within the terms of this code.

Legislation

The Anti Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue penalty notices as an alternative to prosecution under Section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'.

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not present during school hours in a public place during the first 5 days of exclusions. Section 105 of the Act enables a penalty notice to be issued under Section 103.

Authorisation to issue penalty notices

Primary responsibility for issuing penalty notices rests with the Local Authority (LA). It has been agreed that the Attendance Compliance Team, on behalf of Essex LA, will usually issue penalty notices. The Service will administer the scheme from any funds obtained as a result of issuing penalty notices.

Headteachers (and deputy headteachers and assistant headteachers authorised by the head teacher) and police, and persons accredited by the police are all able to issue the notices under the Act, although there is no requirement for them to do so. In Essex it has been agreed that the Police will not issue penalty notices to parents of truants, but persons accredited by them may do so. Schools will not generally issue penalty notices but where a Headteacher (or their designated deputy) or accredited person decides that a penalty notice is to be served, they must email ME&CE.legal@essex.gov.uk to ascertain if there is any current legal action. A response will be sent within 24 hours. This will avoid a penalty notice being issued when the Local Authority is instigating legal intervention proceedings for irregular school attendance.



Circumstances in which a penalty notice may be issued

Penalty Notices apply to pupils of statutory school age which finishes in year 11.

Penalty notices for irregular school attendance /leave of absence **

- Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence during the previous ten school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised leave of absence for the whole session.
- In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during the first two weeks of September.

Number of penalty notices which can be issued for truancy/unauthorised absence

Discretion will be used to enable up to two penalty notices to be issued to each parent for each child within a twelve month period. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Pupil identified during a school attendance and exclusion sweep

School attendance and exclusion sweeps take place in Essex and children stopped are often with parents condoning the absence.

If the Headteacher does not authorise the absence of a pupil stopped by a Local Authority Investigation Officer and Police Officer on a sweep and there has been at least 10 unauthorised absences for that pupil during the preceding 10 schools weeks, school will issue a warning letter to the parent within 14 days. If there are any further absences that are not authorised by the head teacher, during the next 6 schools weeks the school will complete a request, signed by the Headteacher (or their designated deputy), for issue of a penalty notice and send to the Attendance Compliance Team. The Attendance Compliance Team may then issue a penalty notice.

Number of Penalty Notices which can be issued for pupils identified during a school attendance and exclusion sweep.

Essex will issue no more than two penalty notices to a parent in a twelve month period for pupils identified on a school attendance and exclusion sweep. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Excluded children

When a child is excluded from school, the parent will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion. (Section 103 Education and Inspections Act)

The excluding school must have issued notice to the parent informing them of their duty and warning that a penalty notice could be issued.

Where there is more than one person liable for the offence, a separate notice may be issued to each person.

Where a pupil is present in a public place in the first five days of a fixed period exclusion the Essex Local Authority would issue a penalty notice if the school is in their area. Where the child has been permanently excluded, it would be the authority where the child resides.



Number of penalty notices which can be issued for exclusion

Essex will issue a maximum of 5 penalty notices per parent for each child during a 12 month period.

Number of penalty notices which can be issued for unauthorised leave of absence

Essex will issue no more than two penalty notices to a parent in a twelve month period for unauthorised leave of absence. If the law continues to be broken around school attendance the Attendance Compliance Team legal intervention process will be used.

Payment of Penalty Notice

The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA and revenue generated is retained to administer the system and contribute towards S444 prosecutions.

If the penalty is not paid in full by the end of the 28 day period Essex Attendance Compliance Team will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance - Education Act 1996 Section 444 (1)

There is no statutory right of appeal against the issuing of a penalty notice.

Withdrawal of Penalty Notice

A penalty notice can be withdrawn in the following circumstances:

- Where it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- The notice contains material errors
- Where it has been issued to the wrong person or the parent can prove it was delivered to the wrong address

Co-ordination between the LOCAL AUTHORITY and its local partners

The Attendance and Compliance Team and its local partners will review this Code of Conduct annually.

** All those defined as a parent under Section 576 Education Act 1996 are parents for the purpose of these provisions. This means that all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parent means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to parent in the singular.*

As with prosecutions under Section 444 Education Act 1996 a penalty notice may be issued to each parent liable for the offence.

**** truancy/unauthorised absence** is absence from school without permission or good reason and the absence is unauthorised by the school.



Appendix H - Types of Registration and the Use of Symbols

Type of Registration and general register maintenance

At Jotmans Hall School a manual registration system is used.

Manual registers must be marked in ink and where an alteration is necessary this must be clearly identified showing both the original entry and change. Correction fluid must not be used.

Registers are used to create a file of absent children, for each registration period (am & pm), every day. This information is stored in the main Office, for instant reference in the event of an emergency.

All notes /letters from parents, regarding a pupil's absence will be stored in each child's record file, for possible future reference.

Registers will be returned to the school office at the end of the registration period for safety and will be secured but accessible in case of an emergency.

Start and Close of Registration

The school will complete accurate registers at the beginning of each morning and afternoon session within 30 minutes of the start of the lesson.

Registration begins at 8.55 a.m. and 1.05 p.m. each school day and registers will be closed 30 minutes after these times.

If a pupil arrives after the commencement of the registration period, they will report to reception to be entered into the late record book.

Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session

Use of Symbols

The following symbols are used in registers:

CODE DESCRIPTION MEANING

/Present (AM) Present \Present (PM)

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. pupil attending other establishment) Approved Education Activity

E Excluded (no alternative provision made) authorised absence

G Holiday (NOT agreed or days in excess of agreement) Unauthorised absence

H 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

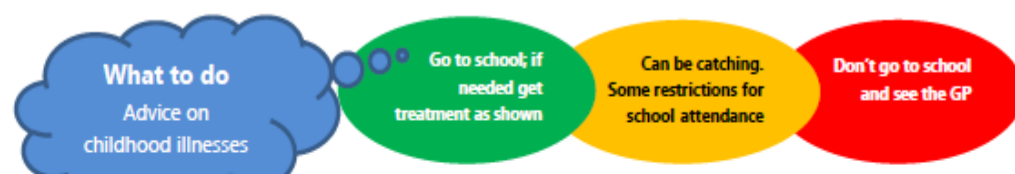
N No reason yet provided for absence unauthorised absence

O Unauthorised absence (not covered by any other code/description) Unauthorised absence



P Approved sporting activity Approved Education Activity
R Religious observance Authorised absence
S Study leave Authorised absence
T Traveller absence Authorised absence
U Late (after registers closed) Unauthorised absence
V Educational visit or trip Approved Education Activity
W Work experience Approved Education Activity
X Non-compulsory school age absence Not counted in possible attendances
Y Enforced closure Not counted in possible attendances
Z Pupil not yet on roll Not counted in possible attendances
School closed to pupils Not counted in possible attendances

Appendix I



What it's called	What it's like	Going to school	Getting treatment	More advice
Chicken Pox	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters	●	Pharmacy	Back to school 5 days after on-set of the rash
Common Cold	Runny nose, sneezing, sore throat	●	Pharmacy	Ensure good hand hygiene
Conjunctivitis	Tearful, red, itchy, painful eye(s)	●	Pharmacy	Try not to touch eye to avoid spreading
Flu	Fever, cough, sneezing, runny nose, headache, body aches and pain, exhaustion, sore throat	●	Pharmacy	Ensure good hand hygiene
German measles	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards.	●	G.P.	Back to school 6 days from on-set of rash
Glandular fever	high temperature, sore throat; usually more painful than any before and swollen glands	●	G.P.	Child needs to be physically able to concentrate
Hand, foot & mouth disease	Fever, sore throat, headache, small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)	●	G.P.	Only need to stay off if feeling too ill for school
Head lice	Itchy scalp (may be worse at night)	●	Pharmacy	
Impetigo	Clusters of red bumps or blisters surrounded by area of redness	●	G.P.	Back to school when lesions crust or 48 hours after start of antibiotics
Measles	Fever, cough, runny nose, and watery inflamed eyes. Small red spots with white or bluish white centres in the mouth, red, blotchy rash	●	G.P.	Back to school 4 days from on-set of rash
Ringworm	Red ring shaped rash, may be itchy rash may be dry and scaly or wet and crusty	●	G.P.	
Scabies	Intense itching, pimple-like rash. Itching and rash may be all over the body but commonly between the fingers, wrists, elbows, arm	●	G.P.	Back to school after first treatment
Shingles	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash	●	G.P.	Only stay off school if rash is weeping and cannot be covered
Sickness bug/diarrhoea	Stomach cramps, nausea, vomiting and diarrhoea	●	Pharmacy	See GP if symptoms persist after 48 hours
Threadworms	Intense itchiness around anus	●	Pharmacy	Ensure good hand hygiene
Tonsillitis	Intense Sore throat	●	Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow
Whooping cough	Violent coughing, over and over, until child inhales with "whooping" sound to get air into lungs	●	G.P.	Back to school after 5 days of antibiotics or 21 days from onset of illness

See www.patient.co.uk for further information on each of these conditions

This leaflet has been produced in partnership between



This information is a guide and has been checked by health professionals however, if you are unsure about your child's wellbeing we recommend you contact your pharmacy or GP to check.