Hemblington Primary School

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Hemblington Primary School procedures and responsibilities.

This Attendance Practice Document is to be read in conjunction with Broad Horizons Education Trust Attendance Policy T31

The trust Attendance Policy and this school Attendance Practice Document have been written in conjunction with the updated statutory guidance 'Working Together to Improve School Attendance' (August 24).

This document pays regard to (but not limited to);

- *Keeping Children Safe in Education*
- *DFE Working Together to Improve Attendance*
- *Children Missing in Education*
- *Working Together to Safeguard Children*

This Attendance Practice Document outlines attendance procedures and responsibilities at Hemblington Primary School.

Name	Role	Contact Details
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Promoting and celebrating attendance

At Hemblington Primary School, we are committed to all pupils reaching their full educational achievement. Regular attendance enables children to both maximise the educational opportunities available to them and to become responsible, organised and motivated adults.

At Hemblington we will actively seek to promote and praise good attendance with our families. The importance and benefits of excellent attendance will be shared with parents, including sharing weekly attendance data with parents in the weekly newsletter.

The School Day

Registration times

Morning:

School gates open at 8.30 am
Doors open at 8.35 a.m
Gates are locked at 8.45 am
Electronic registration opens at 8.45 and closes at 9.15 am

Afternoon:

Electronic registration to be completed by 1.30 pm

Parents/children are expected to be on site with enough time to ensure their child is in the class before registration closes.

*Parents will not gain access to the site when the gate is locked and need to ensure they are **off site by 8.45 am**.*

Any child arriving late to site must access the building through the front door and will be registered late by the office staff. (see codes in appendix)

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Trust Executive Principal or member of staff acting on their behalf can authorise absence.

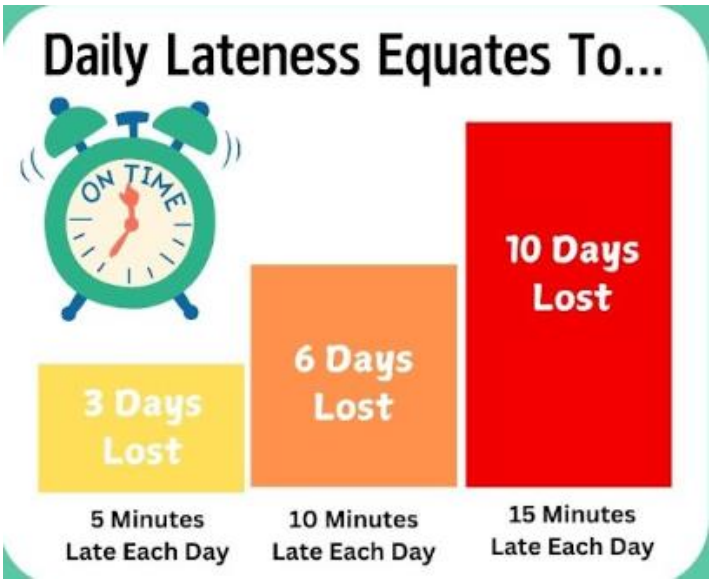
If there is no reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised. The coding for any absences will be in accordance with the guidance provided by the Department of Education *(see codes in appendix).*

Registers
Registers are completed electronically, using the management information system (MIS) Arbor, by the class teacher or any person covering the class. *(see codes in appendix).*
The registers are password protected in the MIS and records will be kept in line with our Record Management Policy.

Morning registration will take place at the start of the school day at 8.45 am and closes at 9.15 am. The afternoon registration will be at 1.15pm and closes at 1.30pm.

Punctuality
Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Any pupil arriving after the registers close will be marked as an unauthorised absence unless there is an acceptable explanation i.e. county school transport delayed.

In cases, for example where the absence of registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Pupils arriving after the start of the school day but before the end of the registration period will be coded as late before the registers close.



<u>Absences from school</u>
The school will follow up any absence:-

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to be used before entering onto the school electronic register or MIS which is used to download data for the school census.

First day absence
Parents/carers must telephone or email school before 9.15 a.m to report a child's absence and supply a reason. If school has not been contacted, the school admin staff will attempt to contact the family by telephone, email or text. Information will be uploaded to the register.

If school is unable to contact the family and ascertain the reason for absence, they will inform the Attendance Lead/Designated Safeguarding Lead (DSL); both office and DSL will continue to try and contact the parents throughout the day. In the case of vulnerable children or those under section 17/47, the social worker will be contacted immediately.

Continuing absence
Parents/carers are to keep school informed each day a child is absent.

Frequent absence/Persistent Absence
It is the responsibility of the office staff and teachers to be aware of and bring to the attention of the DSL (Mrs Brugger) any emerging attendance concerns, including persistent absenteeism and lateness.

Any pupil with attendance below 90% over the school year is known as a persistent absentee, whatever the reason for the absences.

***A* Welcome back**
It is important that on return from an absence all pupils are made to feel welcome and that as far as possible, they are given an opportunity to catch up on missed work.

Working With Families To Support Attendance

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours. Schools will adhere to GDPR guidelines re: medical evidence.
- If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

At Hemblington Primary School we recognise that the barriers to attendance are very real, multifaceted and not easily overcome. Our attendance team is dedicated to supporting families that will help to either improve attendance or minimise the impact of unavoidable absences.

We recognise that poor attendance can be an indication of difficulties in a family's life, including issues related to medical diagnosis and mental health concerns. We understand that poor attendance may be related to problems at home or in school. Parents are encouraged to inform the class teacher and the school of any difficulties or changes in circumstances that may affect their child's attendance or behaviour in school, for example, bereavement, divorce/separation, or emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will take a 'support first approach' and implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

In all situations where a student is unable to attend school, our first course of action is to seek support either internally or externally depending on the circumstances to help promote improvements in attendance. Our goal is for all pupils to strive for 100% attendance and we offer a stepped approach of support where attendance is declining, patterns of absences are developing or they are at risk of becoming persistent absentees.

To help plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and to devise a plan to support the child's regular attendance. Support offered to families will be child-centered and planned in discussion and agreement with both parents and pupils.

For example we may:

- seek the child's wishes and feelings to gain the pupil's voice and to understand their perspective
- Suggest a referral to JustOneNumber Children & Young People's Wellbeing Service, or ask for consent to work with other health professionals to support your child if there are medical issues
- Signpost you to Norfolk Family Help Hubs and early help teams
- Liaise with the Local Authority Attendance Entitlement Officer/team

If a child's attendance is below 92%, parent/s will be contacted through a telephone call or written correspondence.

Support First Approach to Improving School Attendance

Tier 1 Support Falling attendance	Initially, Tier One Support will involve intervention and support from the class teacher and Senior Mental Health Lead/SENCO or DSL/Attendance Lead. Tier One Support involves building positive relationships with the family aimed at promoting awareness and attempts to remove any barriers. The child's attendance is monitored by the class teacher and DSL, which is recorded on CPOMS. Parents are requested to give reasons for all non attendance. An attendance letter is sent to parents to inform them that their child's attendance is falling below **92%** and they can discuss any concerns with the school.
Tier 2 Support Support First Approach	Where attendance continues to decline below **90%**, the school will offer Tier Two Support via a meeting with the attendance lead/DSL where an ***Attendance Support Plan*** is written. Led by the DSL/Attendance Lead, the aim of an Attendance Support Plan is to listen to families, identify the barriers and seek to implement strategies that will help to improve attendance. This will include a series of targets and agreements by both parents/carers and the school seeking to increase attendance throughout a targeted period of time. This could include engaging help from external agencies as Norfolk Early Help, The Schools Community and Mental Health Teams or The Healthy Child Program. Where parents do not attend this meeting, the school will continue to monitor the child's attendance. The school will write to the parents to invite them to a further meeting if attendance does not improve.
Tier 3 Support Notice to Improve	Should attendance continue to decline and where Tier Two Support proves insufficient to meet the needs of the child, the school will invite parents up to and no more two further meetings, continuing to monitor attendance throughout. Where the child's attendance continues to decline, parents/carers will be issued with a **Notice to Improve Letter**, where they have 6 school weeks to improve their child's attendance. The child must show significant improvements in attendance and have no unauthorised absences from school during this period. If there are any unauthorised absences during this time, we will need to refer this to the Local Authority and a penalty notice may be issued.

Leave of absence in term time.

Leave of absence in term time is discouraged, however there may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via: office@hps-edu.uk

You will receive the request form back to advise if the request has been granted or declined.

Parents will be reminded of the effect that absence can have on a pupil's achievement.

Working Together to Improve School Attendance 2024 states:

"the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance." "Only

exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request."

Where a leave of absence is granted, the Trust Executive Principal will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Trust Executive Principal's discretion. If the school does not receive a request for leave, the Trust Executive Principal will be unable to consider individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the Headteacher to reconsider authorising the leave if an application has not been made in advance.
If the child is absent on the fifth day of a week in which 4 days of unauthorised holiday leave has been taken, the school will expect to have evidence that the child is absent for medical reasons on the fifth day, such as a response to a phone call to the home.

The Government has introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.
In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.
Any pupil at Dussindale Primary School who meets the criteria will be referred to the Local Authority for action to be considered. If a fixed Penalty Notice is issued the arrangement for payment will be detailed on the penalty notice.

Children missing in education
Where the school has reason to believe that the pupil may be a child missing education, the school and Local Authority Child Missing in Education (CME) Team must undertake and exhaust joint reasonable enquiries to establish the whereabouts of the pupil prior to agreeing removal from roll. This Is a legal requirement of Education (pupil registration) (England) Regulations 2006 and 2016 and 'Children Missing Education statutory guidance. The school will follow the safeguarding policy in respect of CME.

Categorisation of Absence
Any pupil who is on roll but not present in the school must be recorded within one of these categories:-

1. Unauthorised absence - This is for pupils where no reason has been provided, whose absence is deemed to be without valid reason.
2. Authorised absence - This for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity - this covers types of supervised educational activity undertaken off site but with the approval of the school.

NOTE: pupils recorded in this category are deemed to be present for attendance returns purposes. These could include:-

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where they are dual registered, the school will liaise with the other education provider to check on attendance.

The coding for any absences will be in accordance with the guidance provided by the Department of Education (see appendix)



Appendix 1 - Attendance Codes

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad

C2	*Other Authorised Absence*	*Pupils on part-time timetables*
J1	*Interview*	*Leave of absence to attend an interview for employment or admission into another educational institution*
E	*Excluded*	*If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.*
M	*Medical/Dental Appointments*	*The student is absent due to a medical or dental appointment that could not be made outside of school hours.*
R	*Religious Observance*	*The student is absent for religious observance on a day designated by the religious body.*
S	*Study Leave*	*Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.*
T	*Traveller Absence*	*Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.*
I	*Illness*	*This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.*
I01	*Illness*	*This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.*
I02	*Confirmed case of Covid-19*	*This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.*

The student is counted as absent, unauthorised.		
G	*Family Holiday (Not Agreed)*	*The Holiday was not authorised by the school or in excess of the period determined by the headteacher.*
N	*No Reason*	*The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.*
O	*Unauthorised Absence*	*If the school is not satisfied with the reason given for absence they should record it as unauthorised.*
U	*Late (After Register Closes)*	*Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.*
These codes are not counted so will not affect attendance figures.		
D	*Dual Registration*	*The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.*
X	*Non-statutory school age absence*	*Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.*
Y1	*Unable to attend*	*Absence due to transport normally provided not being available.*
Y2	*Unable to attend*	*Widespread disruption to travel*

Y3	*Unable to attend*	*Part of school closed.*
Y4	*Unable to attend*	*Unexpected whole school closure (different from # for planned closures).*
Y5	*Unable to attend*	*Pupils in the criminal justice system.*
Y6	*Unable to attend*	*Absence due to public health guidance or law.*
Y7	*Unable to attend*	*Any other unavoidable cause.*
Z	*Pupil Not On Roll*	*This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.*
#	*School Closed To Pupils*	*This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.*