

**West Sussex Education Authority**

# **Nyewood CE Infant School**

**“SMILING, CARING AND LEARNING TOGETHER ON A JOURNEY WITH GOD”**



## Attendance Policy

## **Attendance Policy**

Nyewood CE Infant School strongly believes that regular attendance and punctuality is a key factor towards a child's achievement and development at school. Attending school regularly and having a good education helps give children the best possible start in life. This policy is designed to ensure that all stakeholders understand the school's commitment to care for its pupil's wellbeing and to promote good attendance and punctuality for all.

Although it is the responsibility of the parents to ensure their children attend school, Nyewood CE Infant School will seek to support and maximise the attendance of all its pupils; 96% is recognised as being a satisfactory attendance.

### **Aims**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school and is a contributing factor to the achievement of each child.
- To maintain and develop effective communication regarding attendance between home and school to improve a child's attendance if necessary.

### **Role of the Governing Body**

The Governing Body is responsible for:

- Ensuring that the attendance policy is carried out.
- Setting the attendance targets for the year.
- Termly monitoring of progress towards these targets.

### **Role of the Headteacher**

The Headteacher is responsible for:

- The implementation of the policy.
- The daily implementation of the school attendance via the senior leader and office staff responsible for attendance.
- Reporting to the Governing Body the attendance figures and progress to achieving the set targets.
- Reminding parents of their commitment to this policy.
- The attendance team (comprised of senior leaders and admin staff of the school) who are responsible for attendance.

### **Role of the Teaching Staff**

Teachers are responsible for:

- Setting an example of punctuality and good attendance.
- Implementing the policy.
- Ensuring that the registers are taken at the appropriate times and are accurate and up to date.

- Informing the Attendance Team of any concerns.
- Emphasising with children and families the importance of punctuality and good attendance.

### **Role of Parents/Carers**

Parents are responsible for:

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full time basis.
- Making sure children arrive at school on time.
- Informing the school on every day of absence by phone call.
- Informing school of any changes to their contact details.
- Collecting their children on time.
- Producing evidence of absence as and when requested.

### **Role of Pupils**

Pupils are responsible for:

- Knowing the value of good attendance and the impact of this on their learning.

### **Role of the School Office Staff**

The office staff are responsible for:

- Implementing the policy with the Attendance Team and Headteacher.
- Monitoring individual and class attendance on a regular basis.
- Keeping the attendance team informed of attendance figures and trends.
- Compiling attendance data for the Attendance Team, for meetings, for the Headteacher, Governing Body and the Pupil Entitlement Investigating Officer (PEIO).
- Ensuring registers are distributed to the teaching staff should the electronic registers be unavailable and are kept up to date and returned by 9.10am.

### **Role of the School Attendance Team**

The first day office team member is responsible for:

- Contacting parents if they have not reported their child's absence by 9.30am.
- Sending the appropriate letter if no contact is made.
- Informing the Attendance Team and or Headteacher of trends in absence.
- Liaising regularly with the all staff to raise and discuss any concerns.
- Issuing letters to parents to inform them if absence falls below set limits and that this is being monitored by the school and for persistent lateness.
- Request a meeting when attendance falls below set limits to meet with a member of the Attendance Team or the Headteacher.
- Arrange meetings with parents when there is persistent lateness.

## **Dealing with Lateness**

The office staff monitor lateness and inform:

- The Attendance Team of patterns of lateness.
- Parents of school's concerns.
- Late pupils must be signed in at the front office and will be recorded with an 'L' mark if arrival is after 9.10am but before 9.40am.
- Arrival from 9.40am onwards will result in a 'U' unauthorised absence mark for that session.

## **Absence from Learning**

- In line with Government Policy Regulations (Working Together to Improve School Attendance, September 2022), the school may not grant any leave of absence during term time unless there are exceptional circumstances.
- Authorisation for absence will only be granted in exceptional circumstances.
- Parents are asked to complete an absence from learning form requesting permission to take their child away in term time and to explain the reason for the absence and why the request is considered exceptional.
- Religious Observance
  - A maximum of three days' absence is allowed for religious observance.
- Medical, dental or hospital appointments
  - We encourage these appointments to take place out of school time in order not to disrupt the child's education. When this is not possible we will require proof of the appointment in order to authorise the absence.
- If a child is ill and has to remain at home for a long time, but is well enough to work, the school can provide activities to help children to 'keep up'.
- Children with injuries such as broken legs or sprains should attend school - we will make special arrangements for them and undertake a relevant risk assessment if deemed necessary.

If a child is continually absent or late to school we will contact the PEIO, who has the legal power to take parents to court if necessary. The Pupil Investigation Team (PIT) checks our attendance registers regularly, and will contact parents directly if concerns arise.

## **Issuing of Penalty Notices**

Penalty Notices are issued to parents as defined under Section 576 of the Education Act 1996, in relation to children of compulsory school age.

Under the Act the term 'parent' includes;

All natural parents, whether married or not;

Any person who, although not a natural parent, has parental responsibility for a child or young person;

Any person, although not a natural parent, who 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 a child, irrespective of what their relationship is with the child.

Penalty notices may be issued for children at maintained schools, academies, free schools and alternative provision providers in West Sussex.

In accordance with the definition of parent, and thereby parental responsibility for non-school attendance, more than one person may be liable for the offence. In such circumstances, separate notices will be issued to each person.

The Fixed Penalty Notice (FPN) is an alternative to prosecution and gives you an opportunity to discharge your criminal liability by paying a fine of £120, which must be paid within 28 days.

If you pay within 21 days the fine will be reduced to £60.

After 28 days the Pupil Entitlement Team (PET) will consider prosecuting for the original non-attendance, not for the non-payment of the FPN.

The local authority must publish a local code of conduct which sets out how the penalty notice scheme will work for all schools in the area. This can be found at:

[http://www.westsussex.gov.uk/learning/schools\\_ages\\_4-16/information\\_for\\_parents/attendance\\_truancy\\_and\\_exclus/attendance\\_-\\_code\\_of\\_conduct.aspx](http://www.westsussex.gov.uk/learning/schools_ages_4-16/information_for_parents/attendance_truancy_and_exclus/attendance_-_code_of_conduct.aspx)

### **Children Missing in Education**

WSCC has a legal duty to identify, as far as possible to do so, children missing in education (CME) and to get them back into education. Section 436A of The Education Act 1996 places this responsibility upon Local Authorities and in West Sussex the Pupil Entitlement Team currently undertakes this work.

The Education (Pupil Registration) (England) Regulations 2006 require a school to notify the local authority when they are about to remove a pupil's name from the register under the grounds listed in the regulations.

Nyewood CE Infant School must complete this form by following the Removal from Roll Guidance document issued by WSCC, and the Children Missing Education Statutory Guidance issued by the DfE in September 2016.

Further information can be found at:

[Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)