Rossett Acre Primary School

Attendance Guide

Helping your child to make the most of school and ensuring they receive the education they are entitled to

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ROSSETT ACRE PRIMARY SCHOOL

ATTENDANCE GUIDE

Aims

At Rossett Acre Primary School, we believe that every child deserves the best possible start in life. By working together on attendance, we aim to:

- Ensure children feel a strong sense of belonging in their class and school community.
- Build connections and friendships that support wellbeing and learning.
- Give every child the opportunity to achieve their full potential.

We use the One Life PSHE approach to support belonging, connectedness, and healthy routines for children and families.

Why Attendance Matters

Every school day counts, and good school attendance and punctuality habits are best started early. Children who attend school regularly:

- Build strong friendships
- Keep up with their learning
- Develop good habits for life

Children learn from those around them and even just a few days missed makes it harder for your child to catch up.

Rossett Acre encourages good attendance through making the school day and pupils' learning enjoyable, following our ethos of 'Excellence and Happiness for All'. At Rossett Acre, we want all children to have a positive experience of school life and for them to reach their full potential. We recognise that some children find it harder than others to attend school and therefore at all stages of improving attendance, we work with the children and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Through our One Life PSHE approach, we help families to support healthy sleep, wellbeing and positive daily routines. When a child returns to school after an absence, or arrives late, we are always welcoming. We recognise that in some cases non-attendance can be a symptom of deeper issues. The school always aims to work with parents to improve attendance issues, supporting families using our Nurture Team and Attendance Officer in the first instance.

Attendance at School

All schools have a responsibility to proactively manage and improve attendance across their school community. At Rossett Acre, we believe that attendance is the essential foundation to positive outcomes for all pupils and is therefore seen as everyone's responsibility.

Parents are legally obliged that, unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive on site from **8.40am** each morning. ***(Please note children should not be on site prior to this time).*** The school's attendance data is collated and reported to the Local Authority (LA) and Department for Education (DfE) on a regular basis.

Reporting Absence due to Illness and Medical Appointments

Parents are asked to inform the school office *by 8.*45am each day a child is unwell and will not be attending school.

- A child who has been sick or who has diarrhoea should also be kept away from school until the child has been clear of the problem for 48 hours.
- *Medical/dental appointments should be made out of school hours*, however where this is

not possible the school will require notification prior to the absence. When a child is absent for a medical appointment it is expected that they will return to school immediately following the appointment.

- When there are growing attendance concerns, the school may ask parents to provide medical evidence (prescription, appointment card, doctor's note). We will not ask for evidence unnecessarily.

Please contact the office for further guidance on specific illnesses & required length of absence. Alternatively, read the following link from the NHS. https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

Long term Absences

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Kate Woodcock, Deputy Headteacher, if your child would benefit from such an arrangement

Absence Due to Emotionally Based School Avoidance

Emotionally based school avoidance is an umbrella term used to describe children whose worries and anxieties may lead to difficulty in attending school. The school's Nurture Team can provide support by possibly using some of these measures:

1. Early Intervention- When there is a pattern of change in a child's attendance, we contact then work with the child and family to establish what is happening and record on CPOMS.
2. We will create a predictable and consistent environment. It is useful for the child to have a routine and know what to expect when coming into school. This could be an individual timetable or social story.
3. We will be welcoming after absences, creating easy transitions back to school after any absences.
4. Enable readiness for learning. We will encourage the child to share any worries they might have through talking/journaling or physical activity. To enable learning to happen, where possible we will timetable when sharing worries and anxieties will take place.
5. We will work with the child's family to share, reassure, support and discuss all strategies we might offer
6. Regular Resets. We will work with the child on resilience and being proactive outside of anxiety with tools such as 1 minute mindfulness or breathing breaks.
7. Develop a signal. When needed we will work with the child on a card/signal so that the adult can 'check in' or give a reset when things feel overwhelming
8. Manage lunch times and break times. We will check with the child during unstructured time in the day such as lunch and break times and guide the child to our lunchtime Calm Club or peer support if needed.
9. Morning plan. We will create a Monday morning plan and routine with the child and family to assist with the transition into school after the weekend or holidays.

Registration and Lateness Procedures

We open our doors at **8.40am** to allow the children plenty of time to get into their classroom by the required time of **8.50am**.
By law, schools must keep an attendance register which must be taken at the start of the first session (morning) and again during the second session (afternoon). The register marks whether the pupil is present, attending an approved off-site educational activity, absent or unable to attend due to exceptional circumstances. Department for Education Attendance codes are used**.**

- School's official starting time is **8.50am**. ***Staff take the register in the classroom by 9.00am. This is the cut-off point for staff in classrooms taking registers.***
- Any child arriving after class doors are shut, via the front door will be registered by the office staff.
- Children arriving between 9am-9.30am will be marked as late.

- Children arriving after 9.30am will be marked as unauthorised for the morning/full day.

It is important that pupils are punctual and arrive prepared for the day's learning.

Recording and use of Absence Data

- When a child does not attend school for one or more sessions this will be recorded as an absence. Unless informed of the absence previously by a parent/guardian, the School Office Administrator will phone home from 9.30am on the morning that a child is not in school. Absences will be shown as authorised or unauthorised, following our RKLT Attendance Policy and authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.
- When absences are unaccounted for, school will telephone and/or send a letter home to try to ensure all absences are explained.
- Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and/or at the end of each academic year. Where pupils' attendance causes concern this information will be shared with the Attendance and Enforcement Officer if needed.

Following Up Absences from School

The school will follow up any absence to find out the reason, ensure proper safeguarding actions are taken and identify whether the absence is authorised or not. The Learning Mentor (Nurture Team) has the role of Attendance Officer and as such, monitors the attendance of pupils every two weeks, acting sooner if attendance is a concern. The school and the local authority take action over school absence in the following circumstances:

- Long term attendance issues
- Unauthorised leave of absence in term time
- Being seen in a public place during the first 5 days of an exclusion (penalty notices applied).
- A child of compulsory school age not being registered at a school or educated otherwise (School attendance order can be issued).

1. **Long Term Attendance Issues** – prior to the LA being involved the school must have implemented the **Stage 1 Early Intervention** procedures. If there is no significant improvement in attendance following Stage 1, then **Stage 2 "Fast Track**" is commenced. This represents the start of the legal process. When Stage 2 starts is at the discretion of the school, but there must be 10 unauthorised absences in the previous four months and evidence of lack of engagement of the parent. **Stage 3, the LA's Formal Attendance Procedure**, involves a formal caution interview, possible penalty notices and prosecution.

2. **Unauthorised Leave of Absence in term time (Holidays) -** penalty notices can be issued if there have been 10 sessions in a block or over a four-month period. **There is no requirement for headteachers to authorise holidays.**

The following table explains when and how the School takes actions over absences.

Stage 1 Early Intervention	
Cause for concern	**Action(s) by school**
95% attendance or below at any point within an academic year **Early Intervention Stage**	• Attendance will be monitored by the school and attendance history considered by Attendance Officer • Dojo message to parents/carers to inform them their child's attendance is now 95% by Class Teacher • Arbor notes used by Attendance Officer/Learning Mentor • If continues to fall/not improve by the end of the term – Letter 2 is sent
90% attendance or below at any point within an academic year **Early Intervention Stage**	• Letter 3 to be sent to parents by Attendance Officer/Learning Mentor • Records this on CPOMS
85% attendance or below at any point within an academic year **Early Intervention Stage**	• Consultation between Deputy Headteacher, Attendance Officer/Learning Mentor to ascertain the best way forward • CPOMS used
Repeated incidences of illness-related absence **Early Intervention Stage**	• Attendance Officer/Learning Mentor to bring this to the attention of the Deputy Headteacher. • Learning Mentor to meet with parents/carers • Request that parents/carers provide proof of doctor's involvement (appointment card with child's name on / letter / copy of prescription etc) by Family Support Worker or Attendance Officer • CPOMS used
Repeated arrival at school after 9.05am **Early Intervention Stage**	This will be marked in the class register as a LATE • Step 1: Call to parents by attendance officer/Learning Mentor. If no improvement over 2 weeks: • Step 2: Letter 1 to raise awareness and offer of inviting parents into school to discuss with Attendance officer/Learning Mentor. If no improvement after 2 weeks: • Step 3: to parents/carers requesting urgent meeting with school by Deputy Headteacher. If no improvement after 2 weeks: • Step 4: Consideration of Referral to Prevention Service with parent consent by Deputy Headteacher/Inclusion Manager. • Attendance Officer/Learning Mentor to monitor at all times. CPOMS used
Repeated arrival at school after 9.30am **Early Intervention Stage**	This will be marked in the class register as an UNAUTHORISED ABSENCE for the session. • Step 1: Call to parents by Attendance Officer/Learning Mentor. CPOMS record. If no improvement after 2 weeks:

	• Step 2: Letter sent to parents by Deputy Headteacher. CPOMS used. If no improvement after 2 weeks: • Deputy Headteacher/Inclusion Manager to make contact and offer Prevention Service.

Stage 2 Formal School Attendance Procedure (Fast Track)	
If Early Intervention has not worked, or there is unauthorised attendance in the current school year, then the following formal procedures should be commenced.	
Initial Warning Letter plus all normal attendance procedures (phone calls etc). Followed by 10 school day monitoring period.	See NYC School Attendance document for what should be included with the letter.
Attendance Panel Meeting – if no improvement following the Initial Warning Letter after 10 days, convene panel.	See NYC School Attendance document for what should be included with the Panel letter.

Stage 3 PACE	
Consultation/PACE Formal Caution Interview – if no improvement after stages 1 and 2, then the Attendance and Enforcement Officer is contacted. Legal action and prosecution can occur at this stage.	See NYC School Attendance document for full details

Working Together

Good attendance is a partnership between school and home. By working together, we can make sure your child feels a sense of belonging, connection and success at school. During our Early Intervention stages, we would reach out to other agencies for support such as Early Help or the RKLT Cluster Services where we can all work alongside each other to support you and your child.

Leave of Absence from School during Term Time

The Department for Education requires Local Authorities to implement government regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013. The new law gives no entitlement to parents to take their child on holiday during term time. Headteachers would not be expected to class any term time holiday as exceptional. Therefore, Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher, who will be following out RKLT Attendance Policy.

No parent/carer can demand leave of absence as of right.

The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from school and in Appendix C of our RKLT Attendance Policy. Headteachers will also welcome early discussion with you around potential applications. Headteachers must consider the individual circumstances of each case when making a decision on this matter. Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school. Where a headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the Trust or local authority for advice. The decision of the Headteacher is, however, final.

Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.

Where a child is taken out of school for the purpose of leave of absence in term time without the

permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.
Amendments to 2007 Penalty Notice regulations will reduce the timescales for paying a penalty notice. Parents must, from August 2024, pay £80 within 21 days or £160 within 28 days. This brings attendance penalty notices in line with other types of penalty notices and allows local authorities to act faster on prosecution if the fine is not paid.

It must be noted that taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child's educational progress.

Absences for part of the day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.
Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often distressed and illnesses are quickly spread.

190 **DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR**	10 DAYS ABSENCE **180 DAYS OF EDUCATION**	19 DAYS ABSENCE **A MONTH MISSED OF EDUCATION**	29 DAYS ABSENCE **A WHOLE HALF TERM MISSED**	38 DAYS ABSENCE **2 MONTHS OF SCHOOL MISSED**	47 DAYS ABSENCE **NEARLY 1/4 OF SCHOOL YEAR MISSED**
100%	95%	90%	85%	80%	75%
Good **Best chance of success!!**		**Worrying** 30 hours of maths missed 45 hours of English missed 15 hours of playing with friends missed 12 hours of PE missed		**Serious concern—possible court action** 50 hours of maths missed 75 hours of English missed 25 hours of playing with friends missed 20 hours of PE missed	