Attendance Policy

E P COLLIER
PRIMARY SCHOOL

POLICY OWNER Amanda Walcott-Barnett, Deputy Headteacher	
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Attendance Policy

At EP Collier we take attendance very seriously as it ensures continuity in education and develops good behaviours and attitudes for adult life. We want to make sure that all children receive a full-time education that will maximise all learning opportunities so our school attendance target is 96%. Research both locally and Nationally show that there is a clear link between high attendance and good progress and attainment.

We expect children to attend everyday unless they are unwell and we monitor punctuality and attendance regularly. We work in partnership with parents to address any early concerns. The monitoring of attendance and punctuality is one of our safeguarding responsibilities and as such it is given high priority. We recognise that building good attendance is a key part of school improvement and therefore in gaining good outcomes for the children; as such it must also be considered in strategies for supporting the development of and maintaining high standards around the curriculum, attainment, behaviour, bullying, SEND, safeguarding, wellbeing and support for disadvantaged pupils. We recognise that children missing education can act as a vital warning sign of a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. EP Collier's School Attendance Champion is Amanda Walcott-Barnett (DHT)

Our guide for expected attendance:
99%-100% Excellent
98 - 97% Good
95 - 96% Expected
90 -94% Needs to improve and will be monitored closely within school
89% or Persistent absence - this will lead to a referral to the Attendance Support Officer, a subsequent meeting and potential legal action from the local authority.

Punctuality and Lateness
When a child arrives late for school, they miss the introduction to the day and valuable learning time. It is also vital that children are collected on time at the end of the day. Being late for school and being picked up late can be very distressing for children. Not only does lateness make a bad start to the day, arrival after the register has closed is considered half a day's absence. Morning registration will take place at the start of school. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked with a U code which is an unauthorised absence, unless there is an acceptable explanation such as medical appointments, we will request confirmation of appointments.

Morning Registration

The school gates will open at 8.30am and close at 8.40am.

	Key Stage Two	Key Stage One	Nursery and Reception
Start time	8.30am	8.30am	8.30am
Register taken	8.45 am	8.45am	8.45am
Late (Pupils will receive a L code in the register).	If your child is not present during registration and they arrive before 9.15am they will receive a late mark.		
Late after register has closed (Pupils will receive a U code in the register)	If your child arrives after 9.15am am they will receive an unauthorised absence for the morning session.		

Afternoon Registration

	Key Stage Two	Key Stage One	Reception
Start time	1.30pm	12.45pm	12.45pm
Register taken	1.35pm	12.50pm	12.50pm
Late (Pupils will receive a L code in the register).	If your child is not present during registration and they arrive before 2.05 pm they will receive a late mark.	If your child is not present during registration and they arrive before 1.20pm they will receive a late mark.	If your child is not present during registration and they arrive before 1.20pm they will receive a late mark.
Late after register has closed (Pupils will receive a U code in the register)	If your child arrives after 2.05pm they will receive an unauthorised absence for the afternoon session.	If your child arrives after 1.20pm they will receive an unauthorised absence for the afternoon session.	If your child arrives after 1.20pm they will receive an unauthorised absence for the afternoon session.

For Further details on the register codes see Appendix Two.

At the end of the school day the school gates will open at 3.00pm. At the end of the nursery sessions the gates will open at 11.20am.

	Upper Key Stage Two	Lower Key Stage Two	Key Stage One	Reception	Nursery
End of the school day	3.15pm	3.10pm	3.05pm	3.00pm	11.30am

The school will:

- Expect every child to attend on time every day that the school is open to them
- Make sure that parents understand the positive impact good attendance has on a child's well-being and achievements
- Promote and motivate pupils to have good attendance through our inclusive culture, positive calm school environment, engaging curriculum, assemblies, and bespoke recognition of high or improved attendance
- Challenge poor attendance and lateness
- Not authorise any holidays taken during term time except in exceptional circumstances which have been discussed and agreed with the Head in advance
- Make a home visit if a pupil is absent for 5 consecutive days and the school has not received any communication from the parent or caregiver explaining the absence
- Provide the local authority with the names and addresses of:

    - ❖ all pupils of compulsory school age who fail to attend school regularly
    - ❖ pupils who have been absent for a continuous period of ten school days
    - ❖ pupils who have been recorded as having an illness and who will miss 15 consecutive days.

To support this we:

- Review attendance and punctuality across the school on a regular basis
- Will write to parents if levels of attendance or punctuality are showing emerging patterns of concern
- Meet with parents/carers of children who are regularly absent or late to discuss any support we can offer and how we can all work together to resolve any barriers to attendance
- Understand that mental health can be a barrier to attendance so our pastoral support will offer "reasonable adjustments" to those pupils displaying social, emotional or mental health issues
- Work to remove in-school barriers to attendance and where needed help parents access support outside of school to overcome barriers for example early help or an attendance contract
- Where voluntary support is not effective attendance may need to be enforced through statutory intervention or prosecution to protect a child's right to education
- Reintegration timetables may be used to support a child's individual needs
- Expect parents to telephone or email the school office by 8.45am if their child is going to be absent from school with a valid reason and to inform us on each day of the absence. You can contact our office team using the following details:

  Telephone: 0118 937 5470 and selecting the absence message option

  Email: admin@epcollier.reading.sch.uk

- Make a first day response to chase up all absences not notified by 8.45am
- Telephone or email parents/carer to request a reason for absence for any child for whom we have an unexplained absence. Where a response is not provided by the parent/carer by the end of the school week the absence will be coded as unauthorised
- Provide feedback on attendance during parents' consultation meetings and include individual attendance certificates with the annual school report
- Expect children to come in late rather than miss a whole day of school – including attending before and after appointments made during the day
- Request that dentist and doctor appointments are made outside of school hours whenever possible
- May ask for medical evidence, in instances of long-term or repeated absences for the same reason, to assist us in assessing the child's needs and how to support them attending school more regularly
- Absences reported immediately before or after a school holiday may require medical evidence to be authorised. Where sufficient evidence is not provided, such absences may be recorded as unauthorised.
- Issue fixed penalty notices for unagreed leaves of absence for 10 sessions (5 days) or more
- Review any school places in the case of extended holidays taken; if a child does not return after 20 school days their place may be lost and offered to someone else. In this case it will be necessary to follow the normal admission procedures on return and written notification is provided to the parents advising that the place will be lost if their child is not back in school by set date
- Report any children as missing after 20 days of absence in line with the missing children regulations

Leavers

If your child is transferring to another school, parents are asked to provide the School Office with comprehensive information about their plans, including any date of a move and their new address and telephone numbers, their child's new education provider and the start date when known. This should be submitted to our school in writing (letter or email). If your child transfers and we do not have the above information, then he/she is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to carry out investigations to try to locate your child, which includes liaising with Children's Services, the police and other agencies. By giving us the above information, these investigations can be avoided.

Fixed Penalty Notices

In the first Instance, EP Collier will provide support to help you improve your child's attendance, if this isn't effective or the absence is for unauthorised term time holiday,

parents may face a Fixed Penalty Notice. The Headteacher will not authorise any holidays taken during term time except in exceptional circumstances which have been discussed and agreed with the Head in advance. EP Collier will consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

The first fine for school absences will be £80 per parent/carer, if paid within 21 days or £160 per parent/carer if paid within 28 days. Failure to pay within 28 days can result in further action.

If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160 per parent/carer.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Attendance monitoring activities

Daily	Responsibility	Weekly /monthly	Responsibility
Meet and greet	Head /SLT/ELT	Any children causing concern around absence to be discussed with HT and /or Attendance Champion	All staff
Record children who arrive late	Office	Meet with parents of those children causing concern (under 90% attendance). Set targets and review date	DHT/ Attendance Champion to identify and arrange meetings
Check registers by 10am	Office	Write to parents if children have more than 3 late marks in a month period. Have meeting with parents if lateness continues	DHT/ Attendance Champion
Ring parents of children who are not at school and who have not contacted school to give a reason for their child's absence	Office	Review children causing concern and take appropriate action to support good attendance	HT/ DHT/ Attendance Champion
Alert family worker/social worker if vulnerable pupils known to Social Services or the Early Help team are absent	Office to flag, Head/DHT to call	Issue FPN to those families who meet the criteria	HT/ DHT/ Attendance Champion
After 20 days absence post as missing on S2S if we are unable to contact the family	Office		

Termly	Responsibility	Yearly	Responsibility

Website to remind of first day of term Governors receive attendance information in each Head Teachers report	Office Head	Monitor reasons for absences, trends over time, holidays Individual attendance certificates included with annual report Benchmark attendance data against local, regional and national levels to identify areas for improvement	DHT/ Attendance Champion Office HT/ DHT/ Attendance Champion

Appendix One

Taken from Working Together to Improve Attendance Published February 2024
Parents schools and local partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Appendix Two

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

	Code	Description	Meaning

Attending the school	/	Present at the school - morning session	Attending
	\	Present at the school - afternoon session	Attending
	L	Late arrival before the register is closed	Attending
Attending a place other than the school	K	Attending education provision arranged by the local authority	Attending approved education activity
	V	Attending an educational visit or trip	Attending approved educational activity
	P	Participating in a sporting activity	Attending approved educational activity
	W	Attending work experience	Attending approved education activity
	B	Attending any other approved educational activity	Attending approved educational activity
	D	Dual registered at another school	Not counted as a possible session
Absent – leave of absence	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
	M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
	J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
	S	Leave of absence for the purpose of studying for a public examination	Authorised absence
	X	Non-compulsory school age pupil not required to attend	Not counted as a possible attendance
	C2	Leave of absence for compulsory school age pupil subject to a part-time timetable	Authorised absence
	C	Leave of absence for exceptional circumstances	Authorised absence
Absent – other authorised reasons	T	Parent travelling for occupational purposes	Authorised absence
	R	Religious observance	Authorised absence
	I	Illness	Authorised absence
	E	Suspended or permanently excluded and no alternative provision made	Authorised absence
Absent – unable to attend school because of unavoidable cause	Q	Unable to attend the school because of a lack of access arrangements	Not counted as a possible attendance
	Y1	Unable to attend due to transport normally provided not being available	Not counted as a possible attendance
	Y2	Unable to attend due to widespread disruption to travel	Not counted as a possible attendance
	Y3	Unable to attend due to part of the school premises being closed	Not counted as a possible attendance

	Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted as a possible attendance
	Y5	Unable to attend as pupil is in criminal justice detention	Not counted as a possible attendance
	Y6	Unable to attend in accordance with public health guidance or law	Not counted as a possible attendance
	Y7	Unable to attend because of any other unavoidable cause	Not counted as a possible attendance
Absent – unauthorised absence	G	Holiday not granted by the school	Unauthorised absence
	N	Reason for absence not yet established	Unauthorised absence
	O	Absent in other or unknown circumstances	Unauthorised absence
	U	Arrived in school after registration closed	Unauthorised absence
Administrative codes	Z	Pupil's name entered in advance of start date	
	#	Planned whole school closure – no session to take place	