



**St Nicholas**<sup>CE</sup>  
First School

learning and believing, growing and achieving

St. Nicholas CE  
First School  
Belvide Gardens  
Codsall  
Wolverhampton  
WV8 1AN

## **School Attendance Policy**

### **Principles:**

- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable.
- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- Headteachers may not grant any leave of absence for holidays during term time. From February 2015 a child's attendance percentage does not have a bearing on whether the absence is authorised or unauthorised.
- Leave of absence for exceptional circumstances may be granted at the headteachers' discretion if: the headteacher considers that there are exceptional circumstances relating to the application AND an application has been made in advance by their parent/carer with whom the child normally resides.
- If parents still choose to remove their child/ren for a family holiday, this absence will be classed as unauthorised and, dependent on individual circumstances, the Education Welfare Worker may become involved and may issue a penalty notice.
- If you intend to make an application for leave of absence this should be via an email to the headteacher.
- If you do take your child out of school for this time, the absences may not be authorised and the Local Support Team may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within the 28 days, the Local Authority 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 attend school regularly.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, and support for children with medical needs.

### **School Responsibilities:**

- We will promote positive behaviour and attendance through our use of curriculum and learning materials and will recognise good attendance appropriately.

- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- The school's policy is to refer any child who becomes a persistent absentee (below 90% attendance) or any child for whom the school has concerns about attendance to the Local Support Team through the Early Help Assessment process. The school does not require parent consent to pass on parent details and pupil attendance in these instances.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

### **Parents or Carers Responsibilities:**

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Try to make medical, dental or other appointments outside the school day.
- When a child is absent parents/carers should telephone school on 01902 842998 on the first day of absence, between 8.30 and 9.30 am, giving the reason for the child's absence. An answerphone is available for parents to leave messages regarding attendance. The absence code and reason for absence will be recorded on the system for staff to view when the register is taken in the classroom.
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness.
- Where the school is advised that a child will be absent from school due to a recognised illness, condition or infection, the school office staff will advise parents as to information in the 'Guidance on Infection Control in Schools and Other Childcare Settings' document produced by Public Health England. This may, at times, be different to the advice provided by individual doctors where doctors recommend a child is absent from school which opposes the recommendations for schools, this should be discussed with the Headteacher. Where doctors advise a child is fit to be in school, the school reserves the right, through consultation with Staffordshire and Public Health England, to ask that a child is away from school so as to minimise infection and further spread (e.g. in the case of Norovirus)
- Ensure the school is aware of any circumstances at home that may be likely to affect their Attendance.
- Encourage good routines at home which promote a healthy lifestyle including enough sleep.
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances.
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

### **The importance of good attendance and its link to attainment:**

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. February 22nd 2015 Department of Education. The research is based on data from all schools in England going back several years.
- The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.
- For example, at the end of the 2012/13 Academic year 94% of pupils who were present all the time achieved 5+ GCSE A\* - C or equivalent. Where attendance dropped to between 85 and 90% only 75% of pupils achieved these results. This equates to an absence of around 1 week per year during Years 10 and 11 and clearly illustrates the impact of attendance on attainment.
- The same pattern is also seen at primary school level, where pupils missing up to just 14 days of school in Key Stage 2 (normally age 11) are a quarter less likely to achieve level 5 or above in reading, writing or maths tests than those with no absence.

### **Admissions Register:**

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

### **Elective Home Education:**

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority via Entrust at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk) of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

### **Attendance data and targets:**

For the academic year 2016-2017 St Nicholas First School has set a school attendance target of 97% for all school aged pupils. The school will also monitor closely the attendance of pupils on role who are not yet compulsory school age to ensure good habits are being established and learning opportunities are being maximised.

The school will monitor attendance on a weekly basis.  
Persistent absence will be monitored half termly for any pupil below 90%.

This data included for two terms is available annually for the previous year in October whilst full year data is not available until March of the next year. This two terms data appears in school Raiseonline reports. Full year data is important and provides the full picture of attendance patterns for the school.

### **Definition of persistent absence:**

Persistent absentees are defined as those pupils 10% or more of possible sessions.

### **School Specific Procedures related to:**

- *Notifying school that a child is absent and for what reason* – parents are requested to telephone the school on the first morning of absence to report the reason for the absence.
- *First day contact systems* - Any pupil absent at morning or afternoon registration whose parent has not telephoned school will be contacted by the office by text and follow up phone calls. If a parents has failed to provide a reason for the absence within 5 working days of their child returning to school the absence will be recorded as unauthorised.
- *Registration times and procedures related to lateness* – children are required to be at school by 8.55 am at the latest, but not before 8.45 am. Attendance registers will be completed at 9.00 am and closed by 9.30 a.m. Afternoon registration closes at 1:30 pm
- The school has a computerised system for recording and monitoring attendance. Lists are produced morning and afternoon showing each registration groups' attendance.
- *Encouraging and recognising good attendance and punctuality*

School will send termly 'traffic light' letters using the Red, Amber and Green system which has been adopted by CLASP. This will ensure parents are informed before their child's attendance becomes a cause for concern. This will also provide a mechanism for celebrating excellent attendance.

Children who receive 100% attendance will be recognised and rewarded to encourage maximum attendance, even if a child has been ill in the Autumn term they have a fresh chance to achieve 100% in the Spring term.

- *Home school agreements*  
St Nicholas First School Home School Agreement clearly promotes the need for punctuality and the responsibility for home for this.
- *Procedures for reporting to Governors regarding school attendance data, policy and procedures*  
The safeguarding Governors monitor attendance.  
Attendance levels are reported termly to Governors.
- *Roles and responsibilities within school of staff at all levels including accountabilities and performance management.*  
Mrs Currall and Mrs Richards are responsible for ensuring the Head has attendance analysis information and are also responsible for monitoring first day absence.
- *Involving other agencies*  
The Local Authority must be informed of the absence of any child for a continuous period of 10 days or more without school's permission but school should involve the Local Support Team and

take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern. The Headteacher will involve the EWW / LST as necessary.

- *Responsibilities and arrangements for information sharing, safeguarding and complaints procedures if an alternative external agency is used by the school to support pupil attendance.*  
It is the responsibility of the Headteacher to share information on a need to know basis eg. with Governors or the class teacher. It is the headteacher who will initially work with the LST / EWW.
- *Medical or dental appointments*  
The school strongly encourages pupils to make appointments out of school time. Appointment letters / cards for unavoidable appointments will be requested for any that are made within school time.
- *Leave of absence during term time*  
The school strongly discourages leave of absence in term time. The school will always contact other local schools if a request is received and the school believes there may be siblings at another school to try to ensure parity of response.
- *Monitoring and analysis of attendance data to ensure appropriate action is in place to encourage good punctuality and attendance for all pupils including vulnerable groups.*  
Half termly attendance analysis takes place. This is broken down into classes and vulnerable groups within the class.
- *Roles of key staff in school*  
The Headteacher has responsibility for monitoring attendance. The Head is supported by The school office staff.

#### Nursery Admissions

- Staggered group attendance will be required at St Nicholas First School Nursery for the first two weeks of the Autumn term.

#### Reception Admissions

- Pupils will be required to attend shorter induction sessions in groups during the first 2 days of the Autumn term.
- The above groups will be determined by school staff and will ensure the best possible start for our pupils.

#### **Useful Contact Details:**

- LST number 01902 506160
- Use of Local Authority Fixed Penalty Protocol as a parental measure to improve pupil attendance in accordance with the Department of Education School Attendance Parental Responsibility Measures Statutory Guidance January 2015.

#### **Legal Framework:**

- The Education Act 1996 ;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;

- The Education Act 2002; and The Changing of School Session Times (England)
- (Revocation) Regulations 2011. ;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

**Further Sources of Information:** (Nb. Click blue hyperlinks if accessing on website)

- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance –Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers

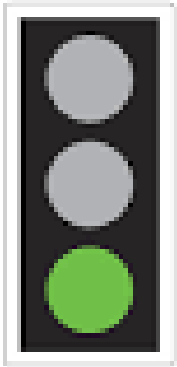
**Appendices:**

- Traffic Light Attendance Colour Codes
- Example letters such as colour coded letters to parents related to levels of attendance

**February 2017**

St Nicholas CE First School

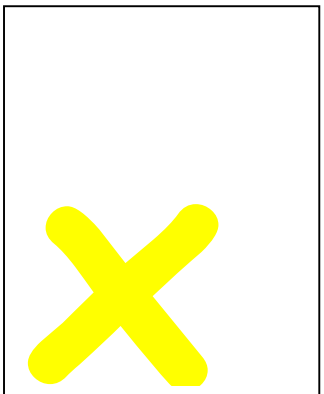
**Attendance Traffic Light**  
Colour Codes



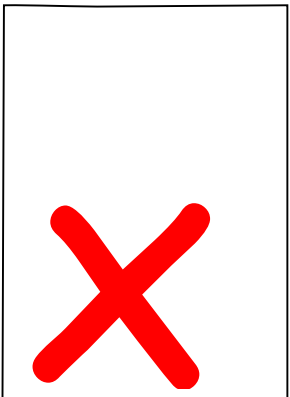
95% - 100%  
**WELL DONE! THIS IS EXCELLENT**  
If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended school every day.  
  
With this level of attendance you have given your child the best possible chance of fulfilling his/her academic potential



92% - 94%  
**BE CAREFUL**  
If you are in the Amber group you could be missing up to 2 weeks of learning in the whole year.  
  
School will be reviewing your child's attendance half termly to ensure it is maintained or improved.



Below 91%  
**PERSISTENT ABSENCE PUPIL**  
You are now a Persistent Absence Pupil and are missing 4 - 6 weeks of learning in the school year or more.  
  
It is likely that if your child has patterns of absence or unexplained absences, the school will already be taking steps to ensure attendance improves. This might include working with other agencies to support your family in helping you to improve your child's attendance or even taking court action.





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«date\_of\_printing»

Green – At least 95%

Dear Parent/Guardian of: «chosen\_forename» «chosen\_surname» «reg»

Our colour coded Attendance 'traffic light' system has been amended in line with new guidelines. The scheme aims to raise awareness in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow groups.

We are writing to congratulate you and «chosen\_forename». From the start of the school year in September «chosen\_forename»'s attendance percentage is «percentage\_attendance»%. This is excellent! Such good attendance is ensuring that «he\_she» is missing as little teaching and learning as possible.

Thank you for your continuing support.

Yours sincerely

Miss J Parker  
Headteacher

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Email: [headteacher@st-nicholas.staffs.sch.uk](mailto:headteacher@st-nicholas.staffs.sch.uk)  
Enquiries: 01902 842998  
Web: [st-nicholas.staffs.sch.uk](http://st-nicholas.staffs.sch.uk)







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Amber – Between 91% - 95%

Dear Parent/Guardian of: «chosen\_forename» «chosen\_surname» «reg»

Our colour coded Attendance 'traffic light' system has been amended in line with new guidelines. The scheme aims to raise awareness in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or amber groups.

From the start of the school year in September «chosen\_forename»'s attendance percentage is «percentage\_attendance»%. Although this is very good, we recommend that «chosen\_forename» is not absent unnecessarily for the rest of the year so that «he\_she» may achieve an attendance percentage of over 95%.

Thank you for your continuing support.

Yours sincerely

Miss J Parker  
Headteacher

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Red – Below 81%

Dear Parent/Guardian of: «chosen\_forename» «chosen\_surname» «reg»

Our colour coded Attendance 'traffic light' system has been amended in line with new guidelines. The scheme aims to raise awareness in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. Evidence shows that attendance really does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow groups.

From the start of the school year in September «chosen\_forename»'s attendance percentage is «percentage\_attendance»%. This is a cause for concern and will be looked at by the Education Welfare Worker (unless of course we know your child has been hospitalised etc).

«chosen\_forename» is currently in the red group and is now categorised as a "Persistent Absentee" by the Local Authority. We acknowledge that this may be due to ongoing illnesses or taking holidays in term time which has had an impact on the percentage attendance over the year. In these instances do not worry we are aware of these circumstances, but would expect attendance to greatly improve next term. Please look at the attached Registration Certificate to see when your child was absent.

The Education Welfare Worker monitors each child's attendance on a regular basis and school attendance is a legal requirement. Unless there are exceptional circumstances, all children should be in the Green and Amber groups. We would appreciate your support with ensuring your child's attendance is improved. **I would also like to notify you that no further absences can be authorised without medical confirmation.**

Should you wish to discuss this with your child's class teacher please feel free to do so. Alternatively should you wish to, please make an appointment to see me and I will be able to signpost support from our local support team where it is required.

Yours sincerely

Miss J Parker  
Headteacher

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