# Attendance Policy

The links between attendance and achievement are strong, and high levels of attendance at school should be a right of each child

## Mission Statement

The Fairlawn and Haseltine Primary Federation will encourage good attendance for all children, by offering an environment in which children feel valued and part of the school community.

## Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance
- Make attendance and punctuality a priority for all those associated with the school including all families, teachers and governors.
- Further develop positive and consistent communication between home and school
- Set targets to improve individual and whole school attendance and punctuality levels

## Rights Roles and Responsibilities

We have a procedural framework which defines agreed roles and responsibilities for

- Parents and carers
- Children
- School Staff
- Governors

This procedural framework includes guidance on

- Registration
- What constitutes unauthorised absence
- Consistent use of codes for authorised absence
- Holidays in term time / extended leave
- Systems for monitoring attendance and punctuality of individual children
- Systems for dealing with absence
- Criteria and systems for referral to and working with the Education Welfare Service
- Systems for reintegrating children who have been absent
- Systems for monitoring whole school attendance and punctuality

## Holidays in term time / Extended Holiday

An Absence Request form must be completed for all absences other than medical appointments or illness. Amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher can authorise a maximum of 5 school days or more in exceptional circumstances. Evidence will be required. Lewisham are made aware of all unauthorised absences during their Attendance Audit.

Use of penalty notices

**Changes to Penalty Notices for Non School Attendance.**

The Department for Education (DfE) have introduced a new National Framework for Penalty Notices on 19 August 2024:

**First Offence**: The first time a penalty notice is issued for term time leave of absence or unauthorised absences the amount has increased to: £160 per parent, per child if paid within 28 days of being issued, this amount is reduced to £80 if paid within the first 21 days of being issued.

**Second Offence** If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three-year period, there will not be a discount for early payment. The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued.

**Third Offence** Any further offences within a three-year period. If there is a third instance of term time leave of absence or unauthorised absence, a penalty notice will not be issued. Any further cases will be referred directly to the Magistrates' Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child.

Partnership working

School will work with the Education Welfare Service and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance and the Service Level Agreement with the Educational Welfare Service

Monitoring, Analysis Action Planning

School will adopt systems for monitoring attendance at both individual children and whole school level, and will analyse patterns and trends of non-attendance to inform future Action Planning and target setting in respect of whole school attendance matters including the analyse of vulnerable children and PAs.

## Procedural Framework for Attendance outlining roles and responsibilities of staff, Governors, parents and pupils

| Role | Name of staff | Responsibility |
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| Headteacher | Hania Ryans at Fairlawn<br><br>Sara Anderman at Haseltine | • Raise the profile of attendance and punctuality in the school and wider community via newsletters<br>• Raise the profile of attendance and punctuality with staff during meetings<br>• Analyse data patterns half termly<br>• Meet with families and children as appropriate |
| School Business Director | Rosamund Clarke | • Line manages office staff and attendance team. |
| Attendance | Francesca Marbaix & Hania Ryans at Fairlawn<br><br>Kathy-Anne Odle, Ellie Whilby & Sara Anderman at Haseltine | • Maintain the high profile of attendance in assemblies and meetings<br>• Formulate attendance policy and action plan.<br>• Organise meetings with EWS as appropriate<br>• Track attendance and punctuality of children<br>• Alert Headteacher to any patterns / causes for concern<br>• Parents/carers leave messages on the answer phone or email the office/attendance email<br>• Communicate attendance issues to parents<br>• Provide appropriate data for EWO and register audits<br>• Communicate PA's on a weekly basis via email |

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| Attendance support | Francesca Marbaix<br><br>Kathy-Anne Odle | • Parental contact for medical enquiries<br>• Complete first day calls and log<br>• Provide appropriate data for school nurse on medical absences (if required)<br>• Production of standard letters and distribution<br>• Phone contact to establish exact cause of illness and return date<br>• Record all absences with appropriate code<br>• Hospital/appointment attached to the child's profile<br>• Report outbreak of illness (5 or more) to Lewisham team screening team |
| Teaching staff | All | • Take register am/pm session on time<br>• Remind children of the link between attendance and attainment |
| Governor with responsibility for attendance | Ros Tuerk | • Meet termly with Head and attendance officer to discuss attendance issues |
| Parents | All | • Realise their duty in getting their child to school regularly and punctually – school will make them aware of this responsibility<br>• School will communicate any concerns very early on to parents and agree on shared work<br>• Attendance report sent home at the end of year - showing attendance figures |
| Children | All | • Get themselves to school on time and regularly, where age appropriate<br>• Understand the link between good attendance and attainment |

| **Timescale** | **Data required from administration staff** | **People involved and action FSW** |
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| Daily | Names on late register<br>Names of absent children | Francesca Marbaix at Fairlawn & Kathy-Anne Odle phones home to find out why the child is absent if the parent has not already |

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| | | reported the absence. These reasons are logged. If we are unable to contact a family a decision may be made to carry out a home visit. If nobody is home when a home visit is made, a hand delivered letter will be left.<br>If no contact then police/social worker informed |
| Weekly | Children consistently late on register.<br><br>Children with attendance below 90%. | Francesca Marbaix/Kathy-Anne Odle to contact home – phone call and/or letter with an attendance printout.<br><br>Lateness letters sent home.<br><br>Francesca Marbaix/Kathy-Anne Odle will use and update the P.A. analysis workbook to track and monitor attendance below 90%. This data will be sent over to the Attendance & Welfare Officer weekly. |
| Half-termly | Group analysis by attendance category - % Whole school by class | Francesca Marbaix at Fairlawn & Kathy-Anne Odle |
| Termly | 5 or more broken weeks | Attendance team to discuss and inform parents of concern.<br>The following attendance procedures will then be adhered to:<br>If your child's attendance falls **below 95%,** over a 12 week period, you will receive a letter informing you of this.<br>If your child's attendance falls **below 90%,** over a 12 week period, we will invite you in for a meeting to see if we can support you in getting your child to school more regularly.<br>Emails sent home weekly.<br>We do understand that there are some situations where absence cannot be avoided (an extended illness, for example), we will consider these cases on an individual basis.<br>Failure to improve following intervention by the |

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| | | Attendance Team will then lead to referral to the Attendance & Welfare Officer.<br>**Unauthorised absence:** If your child has had at least 10 sessions (5 days) of unauthorised absence in the last 10 weeks the school can request that parents are issued with a Notice to improve warning and if there are no improvements to attendance within 15 days a fine will be issued.<br>**Unauthorised leave of absence during term time:** If your child is absent for 5 or more days for a holiday or exceptional circumstance which **has not** been agreed by the Head Teacher we will make an application for a Penalty Notice to be issued to each parent for each child. |
| Termly | Whole school % by year group | SMT to analyse |
| Annually | Whole school by attendance code | Whole school analysis and comparison with previous years – incorporate into new development plan and target setting. |