





## St. David Haigh & Aspull C.E. Primary

### Attendance Policy



Pupils who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with the Class Teacher or Headteacher will be arranged to discuss what support can be offered.

#### **First Day Absence**

If a child is absent, parents/carers MUST notify the school *on the first day and every subsequent day* (either by calling the main office number or by emailing: [enquiries@admin.saintdavids.wigan.sch.uk](mailto:enquiries@admin.saintdavids.wigan.sch.uk)) stating the reason for the absence (other than in instances when a pupil has an illness which requires a set number of days recovery is required). **FOR ANY ABSENCE EXCEEDING 3 CONSECUTIVE DAYS, a signed note should then be sent into school on the day the child returns explaining the absence, for the school records – PLEASE DO NOT USE THE PLANNER FOR THIS NOTE.**

If no contact is made by parents/carers explaining the absence on the first day the school will try to phone to secure an explanation. The school will also ensure that proper safeguarding action is taken where necessary, and will identify whether the absence is authorised or not.

If no contact has been made by 9.30am, then the school will call all contacts held on record (in order), in an attempt to secure a reason for the absence. *If we are unable to get clarification of the reason for absence on day one of the absence, the absence period will be monitored and school will attempt to make contact every consecutive day. If after 5 consecutive days of absence, there has been no contact made, school will refer this to the Local Authority and may ask the Police to conduct a monitoring visit.*

If, after the child returns to school no explanation of absence is given by the parents/carers, the school will write to ask for an explanation. The absence will be recorded as unauthorised after 2 weeks if no explanation can be obtained.

Red, Amber and Green letters will be **sent home half termly** to keep parents informed of their child's attendance.

Green letter = 95%+ ; Amber letter = 90-94% ; Red = less than 90% (see Appendix 6)

#### **Persistent Absence (Defined in legislation as 10% or more absences)**

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. School may carry out home visits to establish why a child is not in school.

Regular register checks are carried out and if attendance falls below 90% parents/carers will be contacted requesting an improvement and if deemed appropriate offering support of the Start Well service.

*Parents/Carers of pupil's whose attendance is at 90% or below with unauthorised absence may be considered for an Education Penalty Notice (further detail below).*

Any pupil whose attendance continues to be a cause for concern will be referred to the Attendance Service for consideration of enforcement.

#### **Frequent Absence**

It is the responsibility of the Class teacher to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school may refer to the School Nursing Service if the problem appears to be a medical one or seek to establish an Early Help with the co-operation of parents. In other cases the school will seek advice from Wigan LA Attendance Team / Startwell services.

#### **A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.



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#### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

#### **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

The Home/School agreement can be used in this way.

#### **Holidays in term time**

Term time holidays and extended leave are not allowed as a rule and parents/carers are discouraged from arranging holidays or extended leave of absence during term time.

The school will only grant leave of absence for family holidays in **special circumstances**. Taking a holiday during school term because it would be cheaper, better weather or tagging it on to the beginning or end of a school break is not in the DFE (Department for Education) view considered to be a 'special circumstance.'

Parents/Carers must complete the Term Time Holiday Request form in good time (at least 6 weeks before a trip) for permission to take their child out of school during term time. (*Appendix 4.2 This is separate from the 'absence request' form.*)

All term time holidays (other than those granted under the 'special circumstances' category) will be **unauthorised**. If the parents/carers choose to continue with the planned holiday it will recorded as **unauthorised absence**.

In the *rare* circumstance when the Headteacher is satisfied that there are genuine reasons for the holiday/extended leave in term time, he/she will agree up to 10 consecutive days in any one school year. This will be an authorised absence.

#### **Penalty Notices**

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Head teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came in to force on 27<sup>th</sup> February 2004.

The School will issue an Education Penalty Notice warning at the beginning of each term to any adult responsible for day to day care of a pupil whose attendance falls within one of more of the categories listed below.

Following this, a Penalty Notice may be issued by the Attendance Service in the following circumstances:

If a pupil falls within one of more of the following categories within a 12 week period:

- 10 sessions (5 days) of unauthorised absence) with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- Persistently arrives late for school after the close of registration



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**Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance.

Termly Excellent Attendance is recognised by:

- A letter to parents congratulating their child and thanking them for their support
- Children are presented with a prize in assembly
- All children's names are displayed on the 'Excellent Attendance Board'
- Children who have 100% attendance for the year are presented with a voucher in assembly at the end of the year
- The newsletter to parents publishes attendance awards termly

**Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

**Absence Requests**

For planned absence relating to medical needs (or other non-holiday related instances), parents must complete a 'Pupil Absence request Form' (Appendix 4.1), wherever possible, in advance of the appointment. All medical appointment requests should be accompanied by proof of appointment, a copy of which will be held on record along with the request form.



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The registration system

The School will use a computerised system for keeping the school attendance records.

The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances



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Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three year.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

**Register Security**

The registers must be safely stored. Registers are collected from the school office at the beginning of the school day by class teachers and returned as soon as possible after the close of registration. In the afternoon registers are collected by classroom monitors at the start of registration and returned as soon as possible after the close of registration.



## Appendix 1 – The Law

### 1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

### Categorisation of Absence

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

#### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

#### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

#### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

*Draft November 2019; agreed January 2020; to be reviewed Sept 2022*



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**Appendix 2 – Absence letter home**

Dear Parent,

Your child was absent from school as listed below and we do not appear to have had an explanation for the absence. We have been unable to contact you by phone and so I would be grateful if you would complete and return the slip below as soon as possible.

Parents are requested to contact school on the first day of absence and to send a written explanation on the child's first day back in school.

Yours sincerely,

Mr R Woods

Headteacher

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Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason for absence:


Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_



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**Appendix 3 – 90% letter**

To the parent/carer of: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parent / Carer,

During recent attendance checks, it was noted that your child has been absent from school on a number of occasions, in recent weeks.

Although you may have informed school of the reasons for some or all of the absences, I am concerned that your child is currently achieving an attendance rate of below 90%.

These absences are obviously affecting your child's performance within school; I therefore ask that you fulfil your responsibility to ensure your child's regular attendance at school.

Should his/her attendance not improve, the school will seek to arrange a meeting in school to discuss the concerns.

I am aware that occasionally, it may be necessary for children to be absent from school, but I ask for your support in ensuring your child's regular attendance in order that your child may benefit from the educational opportunities available.

Should you wish to discuss this further, please do not hesitate to contact me.

Yours faithfully,

Mr R Woods

Headteacher





Appendix 4.2 – Term Time Holiday request form

**TERM TIME HOLIDAY REQUEST FORM\***

Child's name: \_\_\_\_\_ Class & Year: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Length of absence: (please circle)

½ day am                      ½ day pm                      Full Day                      Number of days: \_\_\_\_\_

For Part Day abs:              Pick up time: \_\_\_\_\_

Return time: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date requested: \_\_\_\_\_

**NOTE**

**\*Please be advised that, by taking this term time holiday you may incur a fine from the local authority/attendance enforcement service (Educational Penalty Notice – EPN). For further details please refer to the school's Attendance Policy – available on request or via the school website, thank you.**

All term time holidays are all unauthorised therefore: Absence code =

**G**

Signed: \_\_\_\_\_ Mr R. Woods (Headteacher)

Date: \_\_\_\_\_ Filed: \_\_\_\_\_

***A copy of this request is to be returned to the Parents/Carers requesting the absence.***



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**Appendix 5 – Punctuality letter (weekly as required)**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Dear Parent,

Good attendance and punctuality is very important and has a significant impact on the progress which children make in school. Attendance in schools is carefully monitored and there is a national and local drive to make improvements.

Your child has been late for school \_\_\_\_\_ times this week and so this is causing concern.

Please arrange for your child to arrive at school slightly before the start of the day.

We would recommend 8.45am as this allows the children time to chat with their friends ready for a good start to the day.

If you are having difficulties with getting your child to school on time or if you have any queries please do not hesitate to contact me.

Yours sincerely,

Mr R Woods

Headteacher



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**Appendix 6 – Attendance Letter (coloured)**

Date: \_\_\_\_\_

Dear Parent / Carer,

School Attendance

We have introduced a traffic light system of Red, Amber & Green letters to help improve the attendance and punctuality of our pupils. This is in addition to the attendance figures shared with home on the Individual Assessment Summary throughout the year.

**If you have a Green letter, your child has attended school for over 95% of the time and is ideally where all pupils should aim to be. If this level of attendance continues, your child is likely to achieve their potential in school.**

**If you have an Amber letter, this means that your child's attendance is below the level recommended. It may be due to illness but we feel that you need to be made aware before the level of attendance becomes a cause for concern. (90-94%)**

**If you have a Red letter, then your child has missed significant periods of time away from school and is at serious risk of under achieving and being classed as a 'Persistent Absentee'. When a child's attendance falls below 90% we may ask other agencies to become involved to help improve their attendance. (less than 90%)**

We are asking for the support of all parents to help improve attendance levels, as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Yours sincerely,

Mr R Woods

Headteacher



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**Appendix 7 – Education Penalty Notice Warning for non-school attendance**

Dear Parent,

**Education Penalty Notice Warning for Non-School attendance**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school. If your child falls within one or more of these categories within a 12 week period:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact your school and ask for support.

Yours sincerely,

Mr R Woods

Headteacher