



**Stanley Crook Primary School** Wooley Terrace , Stanley Crook, Co. Durham, DL15 9AN

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OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

*"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)*

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# Attendance Policy

Completed by: Mr D Christie (Headteacher)  
Mrs C Lawes (Chair of Governors)

Date Implemented: September 2023

Review date: September 2024

**Stanley Crook Primary School is committed to improving outcomes for all pupils**



# Stanley Crook Primary School

## Attendance Policy

Stanley Crook Primary School seeks to ensure that all its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

We believe that all pupils benefit from the education we provide, and therefore from regular attendance. The aim of our attendance policy is to provide a consistent practice that encourages and facilitates the regular attendance of all pupils.

All school staff will work with pupils and their families to support parents in helping them to meet their legal duty; to ensure that their children attend school regularly and on time. A whole school attendance target of **97%** has been set for the **academic year 2023/2024** and various measures will be put in place to help work towards this.

The school has established an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and punctuality and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

**School has a minimum expectation of attendance for each pupil of 95%, with aspirational targets for each pupil of 98%.**

Where school attendance for any pupil falls below 95%, immediate action will be undertaken by school to communicate concerns to families and to initiate discussions to explore issues and avenues of support. This early intervention is to prevent a pupil becoming classed as a 'persistent absentee', where attendance falls below 90%.

This policy has been reviewed and written in line with the most recent guidance around school attendance.

This policy is supported by our school policies on safeguarding, anti-bullying, behaviour and equalities, and DfE guidance 'Working together to improve school attendance' (Updated 2023). Durham County Council guidance on Attendance (2023) has also been considered and supports this policy.

## **1. Attendance and Attainment**

**We recognise that the relationship** between attendance and achievement of our pupils is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

### **We will ensure that:**

- All pupils have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Pupils will not be deprived of their education opportunities by, either their own absence or lateness, or that of pupils.
- Action is taken where necessary to secure an improvement in attendance.

### **The School Day:**

**Breakfast Club begins at 8:00am** and is available for all pupils. Parents/ carers are requested to book a place for their child in advance, via the school office.

**Morning registration is 8:45am** – all pupils are requested to be on the school yard no later than 8:40am, as this is time that the school bell is rung to indicate that Teams are to line up, ready to be collected by their class teacher.

Pupils are to be in their Team, and ready for registration, by 8:45am.

**Afternoon registration is 12:30pm (Reception/ Year 1 and Year 2) and 1:00pm (Years 3 - 6)**

**The end of school day is 3:15pm** - After-School Clubs and Discovery Club (Wraparound provision) operations from the end of the school day until 4:15pm/ 5:30pm

### **Key Contacts:**

- Mr Christie (Headteacher)
- Mrs Wilkinson (Deputy Headteacher)
- Mrs Martin (Special Educational Needs Coordinator)

Please feel free to speak to your child's class teacher for initial support, if you are experiencing difficulties with school attendance.

School is here to help and support!

## Current Performance of School

### Attendance

Attendance of All Pupils in R-Y6 (135) 2022/2023:  
96.4% (School)/ 93.8% (FFT National) +2.6%

Persistent Absenteeism (% of persistently absent pupils) 2022/2023:  
11% (School)/ 19% (FFT National) -8%

Attendance improved last academic year from the previous (2021/2022), and remained above national comparisons (FFT National attendance information used for full 2022/2023 academic year) by 2.6%. This has been the result of targeted action and support for vulnerable families, improvements in ways of promoting good attendance with pupils in school (Celebration Assembly, Attendance Champions, TEAM Attendance Awards, 100% Attendance Trophies) and engaging with external support agencies.

Attendance of target groups and those children disadvantaged was also above national comparisons (FFT National 22/23):

Female: 96.2% (93.9%) +2.3%

Male: 96.6% (93.6%) +3.0%

FSM6: 95.9% (91.3%) +4.7%

Not FSM6: 96.4% (94.7%) +1.7%

SEND Support: 92.7% (91.9%) +0.8%

Not SEND: 97.2% (94.3%) +2.9%

## **2. The Law**

You need to make sure your child attends school regularly and on time. Because parents are responsible for this duty in law, you will be **breaking the law** if you do not do this and there are no good reasons for missing school.

The School and Local Authority **want to help you if you have a problem**. If attendance does not get better or you do not accept help and support offered, the Council may issue you with a warning notice, Penalty Notice or ask you to attend an interview to ask you questions about whether you have broken the law.

If you go to court and are found guilty of an offence, you could be fined up to £1,000 for a less serious offence or up to £2,500 if the law breaking is more serious. **In very serious cases, the court may involve the probation service or consider up to 3 months in prison.**

## **3. Attendance Procedures**

### **a) On the first day off and any further absence**

If a child is ill or is absent for any reason, parents or carers are asked to phone the School Office giving a reason for the child's absence. If a child is absent from school and there is no phone call from home then school will phone home

to inform parents that the child is not in school and enquire about a reason why.

Doctors and dentists appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to.

### **b) Periods of extended absence**

If a child's absence continues beyond 3 days then parents are requested to notify the school to update them. If a phone call is not received then the school will contact home to verify the absence.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in further action such as referral to the Attendance Improvement Team to consider enforcement action and possibly a fixed penalty notice (this includes unauthorised absences accrued through leave of absence taken during term time).

### **If your child is absent from school more than they should be:**

At the end of each half term, the School Office will use its computer system to analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to frequent hospital appointments and/or long term medical needs).

### **c) Help & Support:**

If you need help with attendance, it is important that you talk to the school about the issues as soon as possible (see Key Contacts). You may need to attend a meeting in school to talk about the problems and to put a plan in place to help. Sometimes, school may need to involve other services to help.

### **d) Communication:**

The school will always try to communicate with you regarding your child's attendance if it declines. This communication may involve explaining that attendance is a cause for concerns by letter, making telephone calls to you, and inviting you to attend a meeting in school depending on the circumstances. The school will work with you to discuss ways that we can offer support in finding a way to improve the situation.

### **e) Enforcement Action:**

If, following the schools attempts to intervene, there is no significant improvement and no good reasons for absences (i.e. absences are not supported by relevant evidence), or you have not co-operated with the school's attempts to improve the situation the school are required to consider referring the matter to the Local Authority for enforcement action.

The High Court has confirmed that the school's Head Teacher authorises absences. If your child misses school a lot because of illness, or if school do not know of any serious health issue that would mean your child could miss school a lot, the school may ask to you to provide medical evidence to authorise absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

**f) Punctuality:**

Registration time is at **8:45am** and **12:30pm/ 1.00pm**.

**Entry to school is via the school yard, where each Team has an area to line up and to be collected by their class teacher.**

Gates are locked soon after morning registration. For pupils arriving at school after this time, parents/ carers are requested to enter via the main reception, where the parent/ carer will be asked to sign the child into school and provide a reason for lateness.

**All pupils are expected to be on the school yard no later than 8:40am**, as this is when the school bell is rung to signal for pupils to line up on their Team lines, ready to be collected by the class teacher.

**Pupils will begin enter school at 8:40am so that they in class, for registration at 8:45am and ready to learn.**

It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for children and for the rest of the class. **If a child arrives in school up to 10 minutes after registration, a late mark will be recorded in the register (L).** Registers will be closed at this point and any children arriving more than 10 minutes late will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to a fixed penalty notice being issued).

**If your child is late for school:**

All children arriving late at school must be signed in at the main office by a parent/ carer, giving a reason for lateness. This will be recorded on the school's attendance data base.

**1. If a child is late (after registers close) for school on a number of occasions;**

A letter will be sent home from school to parents to say their child's punctuality is causing some concern. An appointment with the Head will be offered to discuss ways that the school can offer support in finding a way improve this. Incentives to improve punctuality may also be offered to pupils e.g. improving their punctuality over 2 weeks to earn a special reward.

## **2. If lateness becomes persistent** with no identifiable reason –

A letter will be sent home from school with a specific appointment given to meet with Head Teacher or deputy head for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

## **3. If the school continues to have concerns about a child's punctuality;**

Then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

## **g) Leave of Absence in Term Time**

Head teachers are no longer able to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time e.g. termly tests.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion. As stated in the most recent DFE guidance on attendance, if an application for leave of absence is not made prior to the time of the required absence then the absence will be recorded as unauthorised regardless of circumstances.

**Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.**

## **5. Promoting good attendance and punctuality**

In order to promote attendance and punctuality, the school will give out a weekly trophy for the Team with the best attendance. This is presented during Celebration Assembly each Friday afternoon. The Team achieving the most weekly Team Attendance trophies across a term will be presented with the Team Attendance trophy and have an opportunity to choose a special attendance reward day.

Further to this, any children who achieve 100% attendance in a week will have their name displayed during Celebration Assembly each Friday afternoon.

Children achieving 100% attendance across an academic year will be presented with an Attendance trophy during the school End of Year Awards Assembly in July.

Attendance percentages will be shared with parents on a weekly basis on the school newsletter, at termly parents' meetings, termly progress reports. Annual reports to parents will also contain a record of an individual pupil's attendance.

## **6. Children Missing from Education:**

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

## **7. Roles and Responsibilities Governing Body:**

As part of our school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed to parents and staff.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and pupils to implement the policy effectively.
- Ensure regular meetings of the behaviour and attendance sub-committee take place and they will take the lead role in monitoring attendance and coordinating provision and policies for attendance. The governor's meetings will review and discuss attendance issues that have arisen in order to be fully aware and supportive of expected attendance targets for the year.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off site.

## **School Leadership Team:**

As part of our school approach to maintaining high attendance, the leadership team will:

- Be active in their approach to promoting good attendance with pupils and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the policy and its effectiveness, with annual review of full policy.
- Ensure that all staff are up to date with the school's attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them.
- Nominate or appoint a senior manager to take responsibility for overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to the job.

- Report to the Behaviour and Attendance Governors Sub Committee meeting each term on attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.

### **Teachers and support staff:**

As part of our school approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance with pupils and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- Ensure the senior manager responsible for overseeing attendance and any other relevant personnel are kept fully aware of and up to date with any concerns relating to pupils that may impact on their attendance.
- Ensure compliance with regulation and guidance on attendance.
- Work professionally with parents, carers, pupils and relevant agencies to secure improvements in attendance via appropriate support or enforcement measures.
- Ensure understanding and are following the correct systems for recording attendance and that attendance is taken each lesson and session.

### **Parents / Carers:**

As part of our school approach to maintaining high attendance, we expect that parents / carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the procedures outlined in this policy regarding absences, ill health, medical or dental appointments, leave of absence in term time and punctuality.
- Do everything they can to prevent unnecessary school absences.
- Keep the school informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.
- Enforce a regular routine at home in terms of homework, bedtime etc so that the child is used to consistency and the school becomes part of that routine. It is vital that the child receives the same messages at home as they do at school about the importance of attendance.