



Pupil Attendance Policy

**Agreed at the Full Governing Body
Meeting 17th March 2022**

1. Introduction

Princes Primary School recognise that there is a clear link between attendance and pupil achievement. This policy is to help encourage the highest possible levels of attendance and to support families in achieving this.

Attendance is important as it is underpinned by an awareness of safeguarding issues, by seeing the children on a regular basis and providing an educationally safe and secure environment.

We understand that many of our pupils have medical requirements that mean they may not be able to attend school fully. As a school, **we define regular attendance as 90% or above.**

2. Aims

This policy reflects the vision and aims of Princes Primary School by:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.
- Working with the local authority to pursue the maintenance of regular pupil attendance by all possible means.
- Providing support and advice for parents, pupils and staff in maximising attendance.

3. Attendance Expectations and Absence Procedures

A child who is not attending school is considered as a safeguarding matter. It is important for parents to provide school with information if their child will be absent from school.

3.1 Expectations of Parent/Carer

Ensuring your child's regular attendance at school is a parent/carer's legal obligation (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

- Ensure your child arrives to school on time (ready to be collected by transport, or dropped off by 9.15am for Princes Main site, or 9am for Smithdown and Princes Early Years).
- Telephone school if your child will be late or absent.
- On the first day of absence, if your child is unable to attend school due to illness, please give an indication as to when your child will be returning to school.
- Contact the safeguarding team if the reason for absence requires a more personal contact.

- **In case of emergency** we need to have up to date contact numbers at all times. Please ensure you inform us of any changes as soon as possible. We require a minimum of 2 emergency contacts, and 1 emergency contact who does not live at your home address.
- **Requests for exceptional circumstances:** leave of absences for exceptional circumstances must be in writing to the Head Teacher. General holidays will not be considered as an exceptional circumstance.

3.2 Expectations of the school

- Telephone the parent/carer on the first day of absence if we have not heard from them by 10am.
- If no response is received and the absence is unauthorised, a member of the safeguarding team will decide whether a home visit is required. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absences are increasing, and we are not aware of a good reason, the parent/carer will be invited to meet the Pastoral Lead or a referral to an Education Welfare Officer (EWO) will be made.
- If absences persist, the Head Teacher will discuss actions with the EWO.

4. Understanding types of absence

Prince Primary School has to report every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by calling the school on the first day of absence.

4.1 Authorised Absence

Authorised absence is when the school has accepted the explanation as satisfactory justification for the child not attending school on a particular day. If no explanation is received, absences can not be authorised. It is the Head Teacher, not parents who make the decision to authorise absences from school.

4.2 Unauthorised Absence

Unauthorised absence is when the school has not received a reason for absence, or has not approved a child's leave of absence from school after a parent's request.

This type of absence may result in the use of Penalty Notices or other sanctions from the Local Authority. From September 2019, Prince's Primary School will issue warning letters to parents who have child attendance falling below 90%.

4.3 Persistent Absence

- Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence, whether authorised or unauthorised. The DfE expects schools to intervene by this point.
- Whilst we will take in to consideration that some pupils can be absent from school for medical requirements, we have a duty of care to follow up all needs so the school can provide support to families where needed.
- Parents/Carers are asked to contact the school office in the first instance, where they will be sign posted to a relevant member of staff.

5. Why is regular attendance important?

Any absence affects education and regular absence will seriously affect pupil's learning. It is vital for our children to be in a regular routine and accessing an educational setting. Pupils who have time off often find them difficult to settle back in to a routine.

90% attendance is equivalent to a child missing half a day every week.

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason is an offence in law (The Education Act, 1996) and may result in legal action.

6. How will Princes Primary support families?

The Pastoral Lead will work with families who either ask for support, or who have children who fall under the 90% attendance mark.

If the attendance falls under 90%:

- Parents will be informed as to what their child's attendance is on a regular basis.
- Parents will be required to provide proof of medical appointments
- Parents will be invited to attend regular attendance meetings if deemed necessary to help support families and improve a child's attendance.

7. Leave of absence in Term time (i.e. Holidays)

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Head Teacher must be satisfied that the circumstance warrants granting leave.

Parent/carers may receive a penalty notice for taking their child on holiday during term time without giving prior notice to the school . Consent can not

be given retrospectively.

Please note: you must inform school if a holiday is to be taken in term time, regardless of unauthorised absence. It is a safeguarding issue if school are not aware of a child's whereabouts.

8. People responsible for Attendance Matters at Princes

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support, therefore, is vital in making every pupil's journey a success.

9. Removal from roll

As a school we are now required to:

- Inform the LA in every circumstance when deleting a pupil's name from the admission register
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school, parents are asked to:

- Give the school comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to the school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be *missing in education*. This requires schools and local authorities to then carry out investigations to try and 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. The school will always conduct home visits alongside support from EWO's in these circumstances. (Children can also be classed as Missing in Education after a prolonged absence with no contact with parents, the same escalation process will be followed in these circumstances.

Appendix Contents

Appendix A: Roles and Responsibilities

Appendix B: Flow chart

Appendix C: Letter 1: Initial letter for attendance below 90%

Appendix D: Letter 2: No improvement in attendance

Appendix E: Letter 3: Continued no improvement

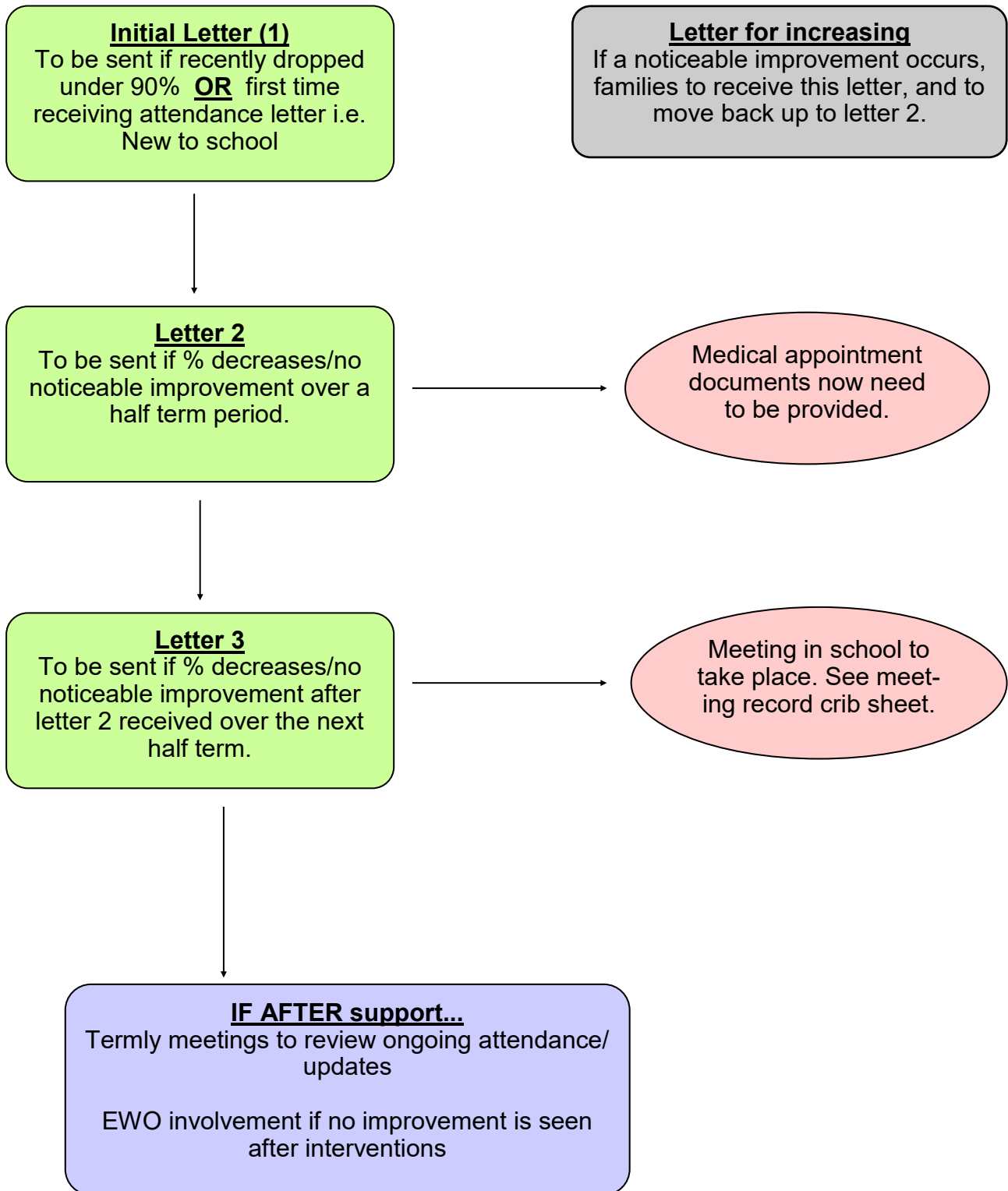
Appendix F: Letter 4: Noticeable improvement in attendance

Appendix A: Attendance Roles and Responsibilities Guidance Whole School Approach

When	Who?	Actions Expected
Daily	Home	<ul style="list-style-type: none"> • Children to be ready to be collected by transport, or to arrive at school by 9.15am for Princes main site, or 9am for Early Years or Smithdown. • Ensure school are aware by 10am if child will not be present at school and why, or if a child will be late.
	Class Staff	<ul style="list-style-type: none"> • Registers to be completed on SIMS each day on time, in the morning and after lunch. • Contacting parents through Class Dojo or phone call if a child becomes ill during the day.
	Office Staff	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers. • Ensuring input of accurate attendance marks in the register via SIMS. • Identify pupils who are absent from school without reason by 10am. • Follow up with parents if no word heard from families and following up unexplained absences where no message has been returned. • DSL and Safeguarding Team informed with specific attendance queries and necessary follow ups required. • Logging attendance of all pupils going out/in school for medical, dental or visits.
	DSL/Pastoral Lead	<ul style="list-style-type: none"> • Home visits to be carried out for pupils that have had no message sent in to school. • Liaise with Office Staff and support with following up with families when no message received. • Informal discussions with identified pupils and families to follow up attendance issues and agree future action required. • Discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.
	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required • Focused casework interventions with persistent absence pupils and families. • Phone call contact with parent/carers • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff.
	SMT	<ul style="list-style-type: none"> • Monitoring and Tracking of staff not completing registers • Safeguarding requirements • Liaison with EWO, Pastoral staff regarding support work with identified pupils.

When	Who?	Actions Expected
Weekly	Class Staff	<ul style="list-style-type: none"> • Ensure all members of the class know the current school target and are aware of their students' current attendance. • Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate. • Liaise with Office staff, DSL and SMT.
	Office Staff	<ul style="list-style-type: none"> • Provide weekly pupil attendance figures for the class teachers. • Continue liaison with DSL and SMT regarding no contact from child absence.
	DSL/Pastoral Lead	<ul style="list-style-type: none"> • Home visits to be carried out for pupils that have had no message sent in to school. • Identify patterns in absence, and follow up with class teacher, SMT and EWO. • Organise support for families and children who are absent for a prolonged period of time.
	SMT	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers • Safeguarding requirements • Liaison with EWO, & DSL regarding support work with identified families.
Half Termly	Family Liaison Officer	<ul style="list-style-type: none"> • Maintain a high profile of attendance as a significant contributor to pupil achievement • Use attendance data to identify and take action to improve the attendance of vulnerable pupils.
	SMT	<ul style="list-style-type: none"> • Ensure that attendance features in all parents evenings. • Monitor and track attendance/PA Action Plans • Liaise with EWO to share information and agree joint actions re. Action plans or other pupils causing concern.
Termly	DSL & SMT	<ul style="list-style-type: none"> • The importance of attendance is underpinned by awareness of safeguarding issues for all pupils in school. • School Attendance Review alongside EWO. • Ensure that attendance is given a high profile as a key of school improvement. • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Ensure school information (i.e. Welcome packs/school updates) promote attendance.
	Head Teacher	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with governors.

Appendix B: Flow chart for Attendance Monitoring Progression



Appendix C: Letter 1: Initial letter for attendance below 90%



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

Dear Parents/Guardian

Here at Princes, we feel attendance is extremely important, as missing school can have a huge impact in a child's learning and development. As I am sure you are aware as a parent/guardian, it is your legal obligation to support your child in attending school. Under a new school policy, we are reviewing attendance and contacting parents/guardians of children whose attendance falls under 90%. This will now be reviewed every half term.

On our recent review for the end of term, we can see that child's attendance is %, which has fallen under the 90% mark. As a result, we will continue to monitor ongoing attendance. Please continue to follow the normal procedure of updating the school office first thing on the morning if child is absent due to illness.

We appreciate that some students can place their absences down to medical needs and appointments, but if as a school you feel that there is any way that we can support you to improve attendance, then please don't hesitate to get in contact.

Many thanks,

Ellie Jones

Family Support Worker



Appendix D: Letter 2: No improvement in attendance



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

Dear Parents/Guardian

Here at Princes, we feel attendance is extremely important, as missing school can have a huge impact in a child's learning and development. As I am sure you are aware as a parent/guardian, it is your legal obligation to support your child in attending school. Under a new school policy, we are reviewing attendance and contacting parents/guardians of children whose attendance falls under 90%. This will now be reviewed every half term.

This letter is being sent to you to inform you that we are concerned to see that child's attendance is decreasing. In a review from the beginning of the Spring Term to the end of the term, we can see that child's attendance has gone from % to %. As a result in this drop, we now ask that you provide proof of any future medical appointments for child. Please continue to follow the normal procedure of updating the school office first thing on the morning if child is absent due to illness.

We appreciate that some students can place their absences down to medical need and appointments, but if as a school you feel that there is any way that we can support you to improve attendance, then please don't hesitate to get in contact.

Many thanks,

Ellie Jones
Family Support Worker



Appendix E: Letter 3: Continued no improvement



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

Dear Parents/Guardian

Here at Princes, we feel attendance is extremely important, as missing school can have a huge impact in a child's learning and development. As I am sure you are aware as a parent/guardian, it is your legal obligation to support your child in attending school. Under a new school policy, we are reviewing attendance and contacting parents/guardians of children whose attendance falls under 90%. This will now be reviewed every half term.

This letter is being sent to you to inform you that we are concerned to see that child's attendance has made no improvement. In a review from the beginning of the term to this week, child's attendance has decreased from % to %. We appreciate that some students can place their absences down to medical needs and appointments, but we would like to invite you in for a meeting so we can discuss ways to support you in increasing child's attendance, and identify any other concerns that we as a school can help with. I will contact you this week to arrange a time that suits.

Please continue to follow the normal procedure of updating the school office first thing on the morning if child is absent due to illness, as well as keeping us up to date with ongoing medical appointments.

Many thanks,

Ellie Jones
Family Support Worker



Appendix F: Letter 4: Noticeable improvement in attendance



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

Dear Parents/Guardian

Here at Princes, we feel attendance is extremely important, as missing school can have a huge impact on a child's learning and development. As I am sure you are aware as a parent/guardian, it is your legal obligation to support your child in attending school. Under new regulations laid out, we are reviewing attendance and contacting parents/guardians of children whose attendance falls under 90%. This will now be reviewed every half term.

This letter is being sent to you to inform you that we are really pleased to see that child's attendance is increasing. In a review from the beginning of the term to now, child's attendance has improved from % up to %. We are extremely pleased with the progress made so far and are already beginning to see the benefits this is having for child in school. We hope in the near future to get even closer to the 90% mark.

If you have any concerns or questions, please feel free to contact me.

Many thanks,

Ellie Jones
Family Support Worker

