



pathfield
SCHOOL

Inspiring interaction

Attendance Policy

Adopted by Governors	Full Governing Board
Date	30.11.21
Review Date (every year)	November 2022
Policy / Procedure checked by Date	Stuart Allman Rosemary Mitchell 30.11.21

Pathfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy will support, promote and be applied with due regard to the requirements of the

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Pathfield School Attendance Policy

Pathfield School seeks to ensure that all its pupils receive an education which enables them to maximise opportunities for each child to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, school work and friendship groups. As a consequence, those pupils will have a positive experience of learning and have more successful transition from primary to secondary and beyond to further education and training.

Pathfield School aims to work in partnership with parents and other agencies and will actively promote and encourage every child reaching 100% attendance to ensure that each child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies we are able to ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all pupil's at Pathfield School.

In order to manage and promote regular attendance school will:

- Keep parents updated on the school's overall attendance and individual pupil's attendance, via letters home, newsletters, social media the website.
- Follow the DfE and Government guidance in relation to school attendance and COVID-19.
- Follow Public Health guidance should any local lockdowns or outbreaks in school occur.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings.
- Monitor individual pupil's attendance in order to:

a) Celebrate good and improved school attendance and reward this through recognition in attendance celebrations

b) Notify parents when we are worried about their child's attendance by following the school procedures.

Parental responsibilities to help manage and promote the regular attendance of their children:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the School up-to-date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2018.
- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with the School and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact School on every day of absence to inform school of reason for absence and when the child is expected to return keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide the School with any medical appointment cards and where possible make appointments out of school hours. If this is not possible parents should ensure that children attend prior to or following their appointment.
- Attend any meetings called by School and partner agencies to discuss attendance.

Registration periods for Pathfield School

School opens its doors at 9:00am unless by prior arrangement with the Headteacher. Arrival by school transport is staggered between 9:00am and 9:30am.

Morning Registers will be taken at **9:30am**

Afternoon Registers will be taken at **1:30pm**

Any pupils arriving after these times should report to reception so that they can be given a late mark. By law the school has to 'close' their registers, therefore any pupils arriving after **9:45am** will be registered with a 'U' code. This is an unauthorised absence and we will record the number of minutes late is recorded in order to measure the impact of lost education due to late arrival.

Punctuality is a critical factor in the smooth running of a school, not only because arriving late for class has a disruptive effect for both staff and students, but also installing an ethos of good timekeeping is important for pupils later in life, especially when embarking on the employment ladder

Absences

Parents are expected to inform school of the reason for absences, however, it is school that makes the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Re-occurring unauthorised absence should be referred to the Education Welfare Service and this can lead to legal interventions and a formal assessment.

Request for leave of absence in term time

Pathfield school have adopted the Local Authority Code of Conduct (September 2019) in respect of leave of absence in term time. All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form. If parents proceed with the leave of absence in term time, Pathfield School may refer to the Local Authority for a fixed penalty notice. Penalty notices may be issued due to the deliberate taking of leave of absence in term time without or against school permission, (where it can be demonstrated that the parent/carer understood that permission had not or would not be given), and where this has created a period of unauthorised absence of at least 10 sessions.

Appointments

We encourage parents to make Doctors or Dentist appointments outside of school hours, however we do appreciate that sometimes this is not possible and you must inform the school as soon as you have an appointment booked.

Pathfield School procedure for following up attendance concerns.

Pathfield School has a duty to keep you informed if at any time we start to become concerned of absences. The procedure we follow is below, but you must not wait for a letter from us if you wish to talk about any concerns you have about your child's attendance.

- 95%** Phone call, message in the home school book to explore if there are any concerns around attendance
- 92-93%** Amber letter offering a meeting in school.
An Early Help leaflet will be enclosed with this letter and can be discussed further at the meeting.
- 90%>** Red Letter including asking for Medical Evidence
- 89%** Referral to the Education Welfare Service where criteria has been met.

Consideration is always given to any medical or educational needs of the child. This will be explored with you during the attendance processes. We must stress that our aim will always be to support you and your child in improving attendance. However, we understand that sometimes this does not work, therefore we will need to have a discussion with the Education Welfare Service to explore the next steps.

What if attendance does not improve for your child?

Pathfield School may contact the Education Welfare Service to support you and the school in managing and promoting regular attendance of your child. This could involve:

- An introductory Letter expressing concern
- Exploratory supportive meeting to ensure all concerns and worries have been considered by the school and yourself.
- These meetings may include suggesting Outside Agencies that may be able to help you and your child.
- Agencies could include:
 - Early Help
 - Child and adolescent mental health service
 - Social Care
 - 0-25 team
 - Public Health Nursing
 - Any other agencies that seem appropriate
- Home visits

If the level of absences continue to cause concern, the Education Welfare will consider taking legal action.

In situations where all other strategies have failed to improve school attendance, the Education Welfare Service will enforce Section 444(1) and 444(1A) of the Education Act 1996 and the Children Act 1989, which may result in a fine up to £2,500; a Parenting Order; a community order; or a custodial sentence. Consideration will also be given to the issuing of a Penalty Notice in case of unauthorised absence where appropriate [School absence penalty notices: code of conduct - Education and Families \(devon.gov.uk\)](#)

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to the Safeguarding Policy; the Behaviour Policy; Anti-bullying strategies and the Health and Safety Policy.

Pathfield School have also adopted the Local Authority Policies on Children Missing Education, Elective Home Education.

Pathfield School also follows Local Authority guidance in relation to coding absence for families who travel as part of their culture.

All these policies have been endorsed by our Governing Body / Academy Trust, which support Pathfield School in all attempts to improve the attendance and Safeguarding agenda.

FIRST DAY CALLING – FLOWCHART

'First Day Calling' is important because school absence and safeguarding are closely linked. This practice not only encourages good attendance it also helps to monitor a pupil's wellbeing and is an alert to their safety.

Please call into school on the first day of absence before 9:15am to state the reason why and help prevent any unexplained absence. The flowchart process will be followed for any unexplained absence.

