



The Trent-Rylands Federation



Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

POLICY for Attendance

- THIS DOCUMENT IS a statement of the aims and principles of the Trent-Rylands Federation, for ensuring the highest possible levels of attendance
- IT WAS DEVELOPED in 2023 through a process of consultation with staff and governors
- IT WILL BE continuously reviewed, updated and approved by the Governing Body and Headteacher
- This policy will be REVIEWED ANNUALLY

Date of review	Summer 2023	Summer 2024	Summer 2025
Signed			

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1. Introduction

At The Trent-Rylands Federation, we expect good attendance and punctuality from all of our children, in order for them to make the most of the opportunities that the school has to offer. We aim to develop a culture of inclusion and diversity in which everyone connected to our school feels proud of their identity, and able to participate fully in school life.

Children should attend school every day as good attendance promotes successful learning and the good habits needed for the responsibilities of adult life, especially in the workplace.

All school staff will work with children and their families to ensure every child attends school daily and punctually.

To meet these objectives, we will establish an effective and efficient system of communication with parents and appropriate agencies to provide information, advice and support. We will also keep the profile of attendance high across school to emphasize the importance of good attendance for all children.

2. Key Aims

- To improve the overall attendance of children in school.
- To ensure everyone in our school community recognises the importance of good attendance and punctuality.
- To promote a positive attitude towards attendance and punctuality among children and families, providing support and advice where needed.
- To ensure a warm and welcoming environment into which children and parents come each day.

3. Legal Framework

It is important for parents and carers to understand that there is a statutory obligation for children to attend school. Section 444 a and Section 444 1a of the Education Act 1996 requires parents and carers to ensure their child(ren) attend school on every day the school requires them to do so. Failure to do so is a criminal offence which leads to a prosecution or a Penalty Notice fine. The Trent-Rylands Federation and the Local Authority also have a legal obligation to ensure a child(ren) attends school.

4. Parental Responsibility

The definition of parent for the purpose of this policy is any person who has day-to-day care of the child at the time school attendance is required. This can include other family members such as grandparents, or families where partners are not natural parents. In cases where parents have separated both parents are still liable for ensuring regular school attendance under legislation, even though one of the parents may not live with the child. **The Local Authority views persistent absenteeism as educational neglect.**

- Parents and carers are required to ensure that their children receive full time education and are therefore primarily responsible for ensuring that children attend and stay at school every day.
- Parents and carers are responsible for ensuring that their children:
 - Attend school every day
 - Arrive at school on time in uniform and ready to learn
 - Are absent only for reasons that can be authorised.

5. School's Responsibility

- It is the school's responsibility to check and monitor school attendance regularly and effectively, and to inform parents of their child(ren)'s attendance levels. It is vital that registers are taken carefully; making sure that mistakes are not made. It is also a responsibility to report to governors on the overall attendance of children and that of particular groups of children.
- It is the school's responsibility to have a clear attendance policy that is understood by all staff (and parents / pupils).
- Regular monitoring and analysis of attendance and absence data to identify pupils or cohorts that require support with their attendance.
- Weekly tracking to be shared with teachers and SLT to ensure that all staff are working towards the same goal of good attendance and punctuality.

School Registration

Trent Vale Infant and Nursery School

Morning: - 8.50am – 12.00pm

Afternoon: - 1.00pm – 3.20pm

Children are expected to be in their classrooms when school starts at 8.50am. The class teacher will take the register as soon as the children are settled in their classroom.

The gates to the playground will be locked at 9.00am. Any child arriving after this time must enter the school at the main reception where they will be registered by a member of the office staff.

Pupils who are not present for registration will be marked as absent. If they arrive after the register has been submitted to the office but before 9.20 am they will be marked as present but late. Arrival after 9:20 will be marked as a half day's absence, indicated by a 'U' in the register.

Beeston Rylands Junior School

Morning: - 8.55am – 12.00pm (school opens for pupils from 8.45am)

Afternoon: - 1.00pm – 3.25pm

Children are expected to be in their classroom when school starts at 8.55am. The class teacher will take the register as soon as the children are settled in their classroom.

The gates to the school from the road will be locked at 9.00am. Any child arriving after this time must be supervised into school by office staff who will register them.

Pupils who are not present for registration will be marked as absent. If they arrive after the register has been submitted to the office but before 9.25 am they will be marked as present but late. Arrival after 9:25 am will be marked as a half day's absence, indicated by a 'U' in the register.

Codes

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

Pupil Absence

We ask parents and carers to help the school by notifying us of the reason for any absence and the child's likely return date, by 9:30am. The school office will record notified absence and the reason given. This may be done by email office@trentvale.notts.sch.uk or office@rylands.notts.sch.uk . Alternatively, parents and carers can contact the school office for Trent Vale on: 0115 9179224 or Beeston Rylands on 0115 9178355.

If no notification has been given regarding a child's absence, a member of the office team will contact the parent or carer for a reason. Absences will be unauthorised until a reason is provided. Emergency contacts may be contacted and home visits may be carried out as part of safeguarding procedures.

Unauthorised Absence

Unauthorised absences will be given where no reason for absence is obtained from parents or carers and for the following reasons:

- Truancy
- Staying at home to look after younger children or sick relatives
- Being unable to get up in the morning.
- Shopping trips
- Birthdays
- Hair appointments
- Family holidays that do not meet the exceptional circumstances criteria
- Regular illness where no medical evidence is forthcoming
- Patterns of non-attendance e.g. every Friday

Appointments during the School Day

The school encourages parents and carers to make medical and dental appointments out of school hours. We recognise that this is not always possible with some appointments especially with specialist services such as a Paediatrician, Speech and Language Therapy, CAMHS etc. For children who have appointments during school hours, parents or carers should provide a record of their appointment. These appointments will be authorised.

Monitoring Attendance and Punctuality

Individual children's attendance is monitored regularly for:

- Patterns of unexplained absences
- Persistent absences or persistent lateness
- Any patterns of authorised absence

Response to the above absences is undertaken in the form of letters and meetings with parents and carers. Conversations with parents and carers here are of upmost importance to clarify why absence is occurring and how we can support the family. An action plan may be created in partnership with the family and any outside agencies to support the child.

We aim to work with families to support attendance but, if necessary, this is escalated to the Local Authority for further support and action. This is led by the head teacher.

Attendance audits are carried out each half term with specific focus on children whose attendance is lower than 90%, which makes them a persistent absentee. Audits are carried out for all children in school including nursery. Separate audits are carried out for punctuality.

In addition:

- Parents are informed of the whole school attendance for the half term via the half termly newsletter.
- Individual attendance is shared with parents and carers via end of year reports.
- Whole school, persistent absentees and disadvantaged pupils are reported to the Governors termly

Ongoing Poor Attendance - Support for children and families

Parental engagement is key. The school has put a range of interventions and support in place and works closely with parents and carers to improve low school attendance. Support from SLT will be offered via telephone calls, meetings in and out of school as appropriate depending upon the needs of the parent/carer. If necessary an action plan will be drawn up, which will include the views of all parties, including the child if appropriate.

School will support families in attendance via a number of possible strategies:

- For children who may refuse to come to school, mentoring will be put into place. Support will be given to a child over a 10 week period. Work around the child's safe places in school, the parts of the day that they enjoy and the lessons they like will be explored. Part time timetables can be used with a view to being full time as and when possible.
- For school refusers, the drivers that cause the child to refuse to come to school will be explored and thought through.
- Explicit teaching around social and emotional well being. Teaching children how to be resilient with exploration around anxiety and how this is felt by everyone and how we can work to overcome it. If anxiety appears to be excessive and prolonged then agencies will be contacted for further support.
- Meet and greet will be offered as a soft start to the school day with the class teacher or a teaching assistant to build positive relationships with the child.
- Children whose attendance has improved will receive a reward in the form a certificate – this will not be over a fixed period of time but over a short period of time.
- Buddy systems in place to ensure that children have support socialising if this is needed.
- A referral to Early Help support maybe made if parents require parenting support.

Continued Poor Attendance

If attendance does not improve after these procedures have been followed, or if parents and carers fail to engage with the school, then a penalty notice will be considered by the Headteacher/SLT. If this fails to have an impact then a referral will be made to the Local Authority who will implement their own procedures. The Local Authority may pursue cases of poor attendance through legal action and courts. They consider 6 sessions (half days) unauthorised absences within any given 6-week period as persistent absence.

Holidays during Term Time

Parents and carers may request a leave of absence using the school's request form which will be considered by the head teacher and school attendance team. If the reason for absence falls into the exceptional circumstances criteria set by the individual school's governing body, then the absence will be authorised. Exceptional circumstances which **may** be agreed by the governing body are:

- For those parents or carers who work in the Services or Police Force
- For family funerals or a significant bereavement
- For a family wedding day, not a holiday after the wedding
- For religious observance

- For visits back to a child's country of origin depending on the circumstances.
- If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period, then the school can issue or request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.
- The standard of evidence required will be the same as that required for court cases brought under section 444(1) of the Education Act 1996.).
- The evidence should include a warning to the parent(s) alerting them that a PN may be issued or requested should an unauthorised absence occur that meets the threshold.
- Where a penalty notice is unpaid with the 28 day deadline, it will be necessary for the person who issued a penalty notice to provide evidence for the court case by way of a Section 9 Statement (a witness statement admissible in court under the Criminal Justice Act and the Magistrates' Courts Act and Rules).
- An Enforcement Lead from the Family Service will consult with the person providing the Section 9 Statement and offer guidance as required and arrange for the Section 9 Statement to be completed in the appropriate format.
- If the defendant requests the author of a Section 9 Statement to be present at the court hearing the Local Authority will notify the person concerned as soon as such a request is made.

A parent will be issued with no more than two penalty notices, relating to the same child, within a twelve month period.

Persistent Absence (PA)

Once a child has accrued 3 days (6 sessions) of **unauthorised absence** over a 6 week rolling period, whether the unauthorised absence relates to a family holiday or is more general in nature, the head teacher can ask the Local Authority to issue an Education Penalty Notice to each parent or carer for each child to whom persistent absence applies (see Appendix B/D: Penalty Notice). The school can also request that the Local Authority issue an Education Penalty Notice when a child is persistently late and where they are signified as a 'U' in the attendance register (see Appendix B/D: Penalty Notice).

Issuing a Penalty Notice

A penalty notice is a suitable intervention in circumstances where the parent is judged capable of securing their child's regular punctuality and attendance but is not willing to take responsibility for doing so. This includes where families take a holiday during term time. In the vast majority of instances, penalty notices will be the last resort where all other efforts to address non-attendance or poor punctuality have failed.

The penalty is £120 per child per parent if paid within 28 days, but reduces to £60 per child per parent if paid within the first 21 days. There is no right of appeal by parents and carers against a Penalty Notice. If the penalty is not paid in full by the end of the 28-day period, the Local Authority must decide whether to prosecute for the original offence to which the notice applies, or withdraw the notice. This could lead to a fine of up to £1000 per parent and carer per child.

It is important to note that no more than two Penalty Notices will be issued in a rolling 12-month period. Where further absences occur or where the Local Authority deem it appropriate, enforcement may be dealt with directly by the court.

Children Missing Education

A child going missing from education can be an indication of abuse or neglect. School staff should follow the school's procedures for dealing with children who are missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of them going missing in the future.

Schools are required to make the Local Authority aware of any child who fails to attend school regularly and why a child is absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days.

The school's Designated Safeguarding Lead and Deputy Leads work closely with all school staff to manage risks to children. They make sure the appropriate agencies are involved so that children receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

OTHER POLICY DOCUMENTS THAT UNDERPIN THIS POLICY FOR ATTENDANCE

- ANTI BULLYING POLICY
- SPECIAL EDUCATIONAL NEEDS POLICY
- PUPIL DISCIPLINE and BEHAVIOUR
- EQUALITY POLICY
- WHOLE SCHOOL POLICY FOR CHILD PROTECTION



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Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

Headteachers: Janine Barratt (Trent Vale) and Catherine Turner (BRJS)

Trent Road, Beeston Rylands, Nottingham NG9 1LP/1LJ

Trent Vale Infant and Nursery School

Tel: (0115) 9179224

email: office@trentvale.notts.sch.uk

Beeston Rylands Junior School

Tel: (0115) 9178355

email: office@rylands.notts.sch.uk

Date of letter

Mr & Mrs XXX

Home address

XXX

Dear Mr & Mrs XXX

Child X (dob XX/XX/XXXX)

During a recent register audit it has been brought to my attention that XXX has had a number of absences this academic year which has resulted in an attendance level of X%.

Any unauthorised absences of 3 days (6 sessions) or more over a 6 week rolling period can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents and carers for each child.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend.

Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mrs Turner and Mrs Barratt

Head Teachers

Enc: Registration Certificate

Copy: CPOMS / Pupil file

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Date of letter

Mr & Mrs XXX

Home address

xxx

Dear Mr & Mrs XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

The registers at The Trent-Rylands Federation show that, to date, your child has missed X days (X sessions) of school due to unauthorised absences over the last X weeks.

You, as parent, have legal responsibility under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child's attendance improves you, will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

Should your child (Insert name) have any further absence, which results in them having in excess of 3 days (6 sessions) over a 6 week rolling period, we will request that the Local Authority issue a penalty notice of up to £120 for each child who is absent. The notice can be issued to both parents and carers for each child whose absence meets the Penalty Notice threshold.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend.

Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mrs Turner and Mrs Barratt

Head Teachers

Enc: Registration Certificate

Copy: CPOMS / Pupil file

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Date of letter

Mr & Mrs XXX

Home address

xxx

Dear Mr & Mrs XXX

Child X (dob XX/XX/XXXX)

On (Date) we wrote to you to explain that (child's name) was absent from school for xx days due to unauthorised or unexplained absences.

We also informed you that this could lead to you being issued with a Penalty Notice.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Mrs Turner and Mrs Barratt

Head Teachers

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Date of letter

Mr & Mrs XXX

Home address

xxx

Dear Mr & Mrs XXX

PENALTY NOTICE WARNING FOR HOLIDAYS TAKEN IN TERM TIME

Child X (dob XX/XX/XXXX)

I note your application to take (child's name) out of education for xx days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not believe it meets the exceptional circumstances criteria, therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application, then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days or 6 sessions (over a 6 week rolling period) for the purpose of a family holiday, can lead to you being issued with a Penalty Notice fine of up to £120 for each child who is absent. The fines can be issued to both parents and carers for each child.

If you do remove (child's name) from school for the period stated in your application, I will request that the Local Authority issues a Penalty Notice.

Yours sincerely

Mrs Turner and Mrs Barratt

Head Teachers

Enc: Registration Certificate

Copy: CPOMS / Pupil file

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Date of letter

Mr & Mrs XXX

Home address

xxx

Dear Mr & Mrs XXX

Child X (dob XX/XX/XXXX)

On (date) we wrote to you to explain that The Trent-Rylands Federation would not authorise (child's name) absence from school for xx days for a holiday.

We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Mrs Turner and Mrs Barratt

Head Teachers

Enc: Registration Certificate

Copy: CPOMS / Pupil file

Whole School **Attendance**



Autumn 1 2022

Whole School **Attendance**



Autumn 1 2022