

# **SMITHY STREET PRIMARY SCHOOL**

## **ATTENDANCE AND PUNCTUALITY POLICY AND HANDBOOK**



***APPROVED BY STAFF AND GOVERNORS***

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## **Introduction:**

### **Rationale and responsibility**

Smithy Street School is committed to providing a full and efficient education experience to all its pupils and wants all its pupils to attend 100% of the time, or as close to it as possible.

If pupils are to benefit from education, good attendance is crucial. Irregular attendance undermines the education process and leads to educational disadvantage. As a school, we will organise and do all that we can to ensure maximum attendance for all our pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

In order to achieve their potential, pupils are expected to attend school regularly and to be punctual. School begins at 9.00am in the morning for all year groups. School starts at and at 1.15 pm in EYFS and KS1 or at 1.30 pm in KS2 in the afternoon.

Parents have a legal duty to make sure that their children attend school regularly and on time as defined in the Education Act 1996. Parents who contravene this law are committing a criminal offence and are liable to face prosecution instigated by the local authority. If parents do not fulfil this legal responsibility, they may be issued a Penalty Notice or they be summoned to the magistrates' court on the charge of failing to ensure regular school attendance and punctuality. If parents are found guilty in court they may receive a fine of up to £2500, a community service order or even imprisonment. The law takes school attendance very seriously.

As agreed in school policy parents also have a responsibility to ensure that their child is properly attired and is in a condition to learn

We have a number of designated staff who are responsible for encouraging and maintaining good attendance and punctuality. The team includes: the headteacher (HT), the Deputy headteacher (DHT), the Learning Mentor (LM), the Attendance and Welfare Advisor (AWA, ½ a day week SLA), the Parent worker (PW), the Assistant Head with the responsibility of parental engagement (AH), the Phase-leaders (PLs), the Class teachers (CTs) and the Office Manager, supported by the Admin team (OM).

However, school attendance is the responsibility of all staff in the school as with safeguarding. In fact school attendance and safeguarding are closely connected. Every absence from school is a potential safeguarding concern.

## Part 1: Promotion of good attendance and punctuality

### Promotion of good attendance

Description of action	Person(s) responsible
Ensure that there is a collective team responsibility	HT securing involvement of all staff
Discussion at SMS/ briefings	HT and PLs
Individual attendance awards for 'excellent attendance (100% and just missed 100%) pizza treat	LM
Weekly and Half-termly class attendance awards (display board, league table, cup, extra climbing frame time, cinema afternoon)	LM
Half termly letters home to share (and celebrate good or improved) attendance	LM and AWA
Annual Attendance Focus fortnight	LM
Visual messages to children and parents – attendance league table in prominent place and posters in classes and around the school	CTs and LM
Written messages to parents: letter home at the start of each year, reference in newsletters, regular reminders re appointments and term time leave	HT
New EYFS parents: admission and transition meetings/ EYFS meetings ( Nursery in particular)	PL for EYFS, LM
Focus on website	DHT
Special assemblies	HT, PLs
Workshops with Parent worker: e.g. prevention of illness, dealing w minor illnesses, building resilience and importance of good attendance	PW
Reference to attendance in school reports	CTs

### Promotion of Punctuality

Description of action	Person(s) responsible
Ensure that there is a collective team responsibility	HT securing involvement of all staff
Termly Early Bird certificates for children without any lateness	LM
Annual Punctuality focus fortnight	LM

Visual messages to children and parents - posters in classes and around the school	LM
Messages to parents- letter home at the start of each year, newsletters, displays, reminders	HT
Focus on website	DHT
Special assemblies	HT, PLs
Ring bell at 9.00 am, signalling lateness in class- clear message	OM
Staff positioned at entrance of school, taking down names of children who arrive late	LM + TA
Staff positioned in lobby, encouraging children to be more punctual when arriving late	HT and DHT
Workshops with Parent Worker re importance of being punctual and establishing good sleeping habits/ morning routines	PW

## **Part 2: Procedures for tracking attendance and punctuality and dealing with concerns**

### **Attendance tracking**

Description of action	Person(s) responsible
Twice daily recording ( non-) attendance- Electronic Registers	CTs, OM
Tracking low attendance and identifying general issues with a specific focus on children with attendance below 90% (Persistent absence) during weekly meeting	AWA + LM
Weekly reports to HT- identification of trends over time	LM
Ensure PA children are added to vulnerable children register- keep relevant staff informed	LM
Maintain a register for children missing in education and who have decided to take unauthorised term time leave	LM + HT
EYFS to track attendance so that PA children can be identified when moving up to Reception i.e. statutory school age	AWA +LM
Tracking children with attendance between 90% and 95%: Identification of lowest 3 children in each class who have between 90% and 95% attendance.	LM
Tracking children with attendance between 90% and 95%: Maintain a spreadsheet with the children who have	LM

been targeted and actions that have been taken.	
Tracking children with attendance between 90% and 95%: Monitor the targeted children on a weekly basis and provide the classteacher with a weekly attendance report.	LM
Tracking children with attendance between 90% and 95%: Review attendance data after one month. If there is a marked improvement, this will be acknowledged	LM
Termly reports to Governing Body	HT supported by LM
Termly submitting statutory data reports to Local Authority	OM
Write an Annual Report to school, including comparison with local and national data	AWA
Statutory Annual Register inspection and report to Governors	AWA and HT

### Improving Attendance Actions

Description of action	Person(s) responsible
Continue to buy into the Attendance and Welfare Advisor Service Level Agreement	HT
AWA meeting with LM weekly	AWA and LM
Half termly report of actions taken by AWA to HT	AWA
Calling on first day of absence and all subsequent days and correctly recording reasons- challenge weak or unclear reasons (e.g. 'temperature' is not acceptable, specific reasons should be requested)	OM
Seeking medical evidence after 3 days of absence	OM
Arrange a home visit if parents can't be contacted and if no reason has been given	AWA
Ensure there is a back-up plan if it is urgent and a HV can't wait until next time AWA is in school	LM + HT
Leaving Smithy Street Liaise with family and new school until a place at a new school has been secured	AWA
Ensure all requests for term time leave are referred to the Headteacher	LM, OM + HT
Issuing PNs for leave in term time and where appropriate for PAs - zero tolerance	AWA+ LM
Actions for children with attendance between <b>90% and 95%:</b> Send 'pre-warning' letters home to targeted children where there are issues with attendance falling below 95%	AWA +LM

<p>Actions for children with attendance between <b>90% and 95%:</b>  Look at reasons for lowest 3 children in each class who have between 90% and 95% attendance and decide which children are most likely to benefit from classteacher intervention</p>	LM
<p>Actions for children with attendance between <b>90% and 95%:</b>  Give the classteacher the names and details of the children with attendance between 90% and 95% who need to be targeted.</p>	LM
<p>Actions for children with attendance between <b>90% and 95%:</b>  Arrange a short meeting with the relevant children and parents (with attendance between 90% and 95%)to discuss concerns and the impact of low attendance.</p>	CT
<p>Actions for children with attendance between <b>90% and 95%:</b>  Continue to address issues where needed and feedback to LM about intervention actions taken e.g, telephone call to parents, discussion with children</p>	CT
<p>Actions for children with attendance between <b>90% and 95%:</b>  Review attendance data after one month. If there is a marked improvement, this will be acknowledged</p>	LM
<p>Actions for children with attendance between <b>90% and 95%:</b>  Where there is no satisfactory improvement, the case will be referred to the phase-leader, who will then arrange a meeting with the child and parents</p>	LM + PLs
<p>Actions for children with attendance between <b>90% and 95%:</b>  The process will repeat until all children in the class are above 95%</p>	LM, CT, PL
<p>Actions for children with attendance <b>below 90%- ( PAs)</b>  Tracking children's PA details from previous year's, so information can be taken into account and added to the PA workbook</p>	AWA
<p>Actions for children with attendance <b>below 90%- ( PAs)</b>  Arrange to meet with parents to establish reasons for PA and to secure commitment for improved attendance</p>	AWA
<p>Actions for children with attendance <b>below 90%- ( PAs)</b>  Arrange a home visit where appropriate</p>	AWA
<p>Actions for children with attendance <b>below 90%- ( PAs)</b>  Seek evidence for medical conditions</p>	AWA, School nurse
<p>Actions for children with attendance <b>below 90%- ( PAs)</b>  Engage school nurse to support parents with managing medical conditions</p>	AWA, School nurse
<p>Actions for children with attendance <b>below 90%- ( PAs)</b></p>	AWA + HT

Arrange 1 to 1 meetings with AWA and with HT where low attendance is persistent after other interventions have not had a desired result.	
Actions for children with attendance <b>below 90%- ( PAs)</b> Make a formal THAWS referral if absence is an on-going problem after that	LM+HT
Actions for children with attendance <b>below 90%- ( PAs)</b> Parent worker providing parenting support where parenting is an issue	PW
Actions for children with attendance <b>below 90%- ( PAs)</b> Refer to Social Services as last resort , when there are other safeguarding issues. If attendance does not improve and school does not authorise the absence then a statutory response should be made by the AWA: in the first instance a Penalty Notice and as a further means of escalation follow court procedures. The latter can be done immediately if it is deemed more appropriate.	AWA+ HT
Regular policy review and monitor correct implementation	HT
Implementation of 'managing pupils in schools with medical needs policy (including for children who have been off school and who need to still take medicine without a prescription)	OM

### Punctuality Tracking

Description	Persons responsible
Tracking daily lateness by the door until 9.10 and by office thereafter and the amount of lateness - handwritten	LM + TA
Record lateness in RM Integris	OM
Maintain a daily punctuality tracker and record the arrival time of children who were late. Ensure triggers of 3, 6 and 9 incidents of lateness are identified.	LM
Weekly report to HT	LM
Termly reports to Governing Body	HT supported by LM



## Punctuality Actions

Description	Persons responsible
Weekly meeting with AWA and LM	AWA and LM
Challenge reasons for lateness	CT in class
Ensure bell is rung at 9.00 am each day	OM
Point out lateness upon entry	HT + DHT
Send a concern letter home once a child has had <b>three</b> occasions of lateness	LM
Arrange a meeting with parents once a child has had <b>six</b> occasions of lateness	LM and AWA
Arrange a meeting with parents once a child has had <b>nine</b> occasions of lateness	LM, AWA and HT
Make a THAWS referral for the PN protocol to be followed where appropriate	LM+ HT +AWA
Termly: Identify children who did not have any occurrences of lateness and give Early Bird certificates	LM
Termly: identify children who have improved punctuality, after previous issues were raised and send a letter home/ give Early Bird Improvement certificate	LM
Parent worker providing parenting support where parenting is an issue	PW

## Part 3: Completing Attendance Registers on RM Integris

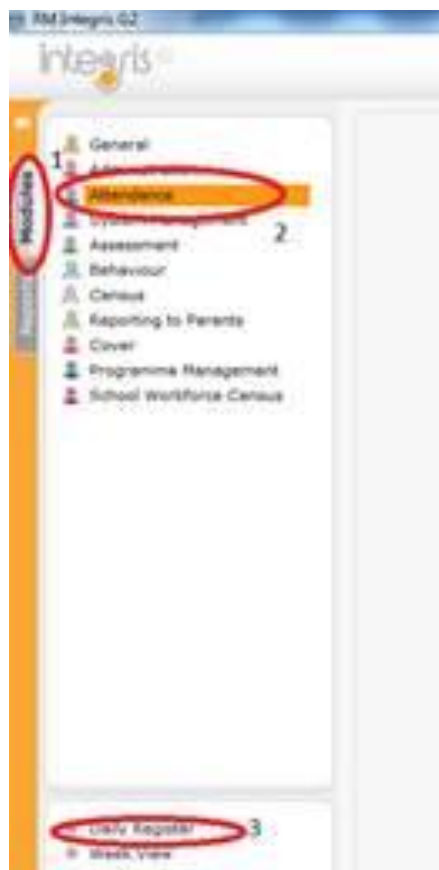
### Attendance Register

Registers are legal documents and need to be completed in accordance with the guidelines. Please complete the electronic registers by **9.05 am and 1.40 pm** as follows:

We use RM Integris for register Attendance. This is located at <https://towerhamlets.integrissg2.com/towerhamlets/index.htm>

**Enter:** user name/ password and pin (Please keep these details safe as they enable access to confidential information such as addresses and SEN records. Only share with your TA and regular cover staff)

**Click on:** Module, as pictured below as no 1, then select Attendance, pictured as no 2, and then Daily Register, pictured as no 3. Your default class will be selected already.



**Select:** Present mark from Absence codes and then select the Default button at top of screen

Default Refresh | Print

/

Attendance Codes

- - Attendance Not Required
- # - Planned whole or partial school closure
- \* - Not Yet Marked
- / - Present
- B - Absented off site (NOT dual reg.)
- C - Other Authorised Circumstances
- D - Dual registration (attend elsewhere)
- E - Excluded (no alternative provision)
- F - Extended family holiday (agreed)
- G - Family holiday (NOT agreed)
- H - Family holiday (agreed)
- I - Illness (NOT medical or dental)
- J - Interview
- L - Late (before registers closed)
- M - Medical/Dental appointments
- N - No reason yet provided for absence
- O - Unauthorised absence
- P - Approved sporting activity
- R - Religious observance
- S - Study leave
- T - Traveller absence
- U - Late (after registers closed)
- V - Educational visit or trip
- W - Work experience
- X - Non-compulsory school age absence
- Y - Unable to attend due to exceptional circ
- Z - Pupil not on roll

**Select:** am/pm from dialog box that appears. This will change all the children to present in the register.

**Information** [X]

Do you wish to apply the '/' code to all students who are Not Yet Marked for the session(s) selected below?

Select Session(s): AM [v]

Yes No

**Call out:** the children names and for any absentees or late children;  
**Select:** reason for absence from absence codes on the right, if appropriate, and then **Click** on AM/PM box against child's name to change from present to absent code or a late mark.  
**Select:** notes for additional information, if appropriate  
**Click:** Save

Date: 19 Jun 2014 Filter: Class W/A3

Student Name	Notes	AM	PM	Meal Type
Abdul, Lamia		+	+	
Abdi, Talha		+	X	
Ahmed, Ahsan		+	+	
Ahmed, Hasan		+	+	
Ahmed, Md Khalid		+	X	
Ahmed, Zayid		+	+	
Ahmed, Zaynah		+	+	
Ahmed Husen, Ahsan		+	+	
Akbar, Khadijah		+	+	
Aisher, Alysia		+	+	
Alan, Rayyan		+	+	
Ali, Damiid		+	X	N/A
Ali, Banda		+	X	N/A
Ali, Umaymah		+	+	
Ali, Cabdullah		+	+	
Chaudhry, Aama		+	+	
Chowdhury, Ziyad Ahmed		+	+	
Fatin, Syed Ryan		+	+	
Hussen, Ayub		+	X	
Islam, Aamina		+	X	
Islam, Jannatul		+	+	
Islam, Tawna		+	+	
Islam, Yuus		+	+	
Masud, Mohammed Abdul		+	+	
Muhammad, Mamzah		+	+	
Muslimah, Zaynah		+	+	
Nyreen, Syeda Hakeel		+	+	
Rahman, Aaliyah-Zana Ahmed		+	+	
Rahman, Dewul		+	+	
Rahman, Tawhbur		+	X	
Ramin, Ramin		+	X	
Reza, Rahat Ahmed		+	X	
Segen, Abgal		+	+	
Tahmid, Mohammed Abu		+	+	
Tawana, Drahim		+	X	

**Attendance Codes**

- Attendance Not Required
- + Approved whole or partial school closure
- + Abs Not Marked
- Absent
- Excluded off site (NOT Dual reg.)
- C - Other Authorized Circumstances
- D - Dual registration (attend elsewhere)
- S - Excluded (no alternative provision)
- F - Extended family holiday (agreed)
- G - Family holiday (NOT agreed)
- M - Family holiday (agreed)
- I - Illness (NOT medical or dental)
- J - Intercourse
- L - Lark (before registers closed)
- M - Medical/Dental appointments
- N - No reason yet provided for absence
- O - Unauthorised absence
- P - Approved sporting activity
- R - Religious observance
- S - Staff leave
- T - Traveller absence
- U - Late (after registers closed)
- V - Educational visit or trip
- W - Work experience
- Non-compulsory school age absence
- Unable to attend due to exceptional circumstances
- Pupil not on roll

**Meal Type**

- N/A - Not Specified
- XX - No Meal Required
- xx - Sandwiches
- xx - School Meal
- xx - Free Meal
- xx - Home

36 Students

A paper back –up copy is kept at the office, in case of technical issues. Paper copies may also be used by supply teachers and PE coaches. Paper copies must be returned to the office by 9.15 am and 1.45 pm. The Office staff will print out the registers twice daily, in case of an emergency evacuation.

# Appendix 1: Smithy Street School ~ Attendance Policy for Parents

## Procedures for absence

Parents should contact the school on the first day of absence by telephone if possible. If no contact has been received from parent/carer of an absent pupil on the first morning of absence the administrative officer will contact the parent by telephone.

If the parent is unobtainable, direct contact by a member of staff may be made after at least 6 sessions.

If the above actions do not elicit an explanation for the absence, a letter will be sent and the schools Attendance Welfare Advisor will be consulted .

## Procedures for lateness

### Lateness:

- A buzzer is rung by the admin team at 9.00 to indicate school has started. Teachers start taking the register at that time
- The PM will lock the side gates and carpark gate by 9.00am. All parents need to leave through the big playground gate. This is to stop late arrivals entering the building unseen, by entering the school in when someone else leaves.
- The Learning Mentor and a TA are standing in the entrance to the lobby from 9.00 and record all late-comers until 9.05
- The Learning Mentor closes the Reception doors by 9.05., and the caretaker closes the big gates by 9.05 am
- All other late-comers to go through the Reception office area, and are to be recorded as late here.
- Class teachers will not record lateness. They will close their electronic registers by 9.05.
- Admin will enter lateness on register or spreadsheet every day after 9.30.
- The LM will use information to create an analyses and report of regular late arrivals.
- The LM will give class teachers half termly overview lateness of for each class
- The LM will track statutory lateness ( beyond 9.15) regularly, and liaise with the AWA re actions

## Medical and Dentist appointments

Routine and non –urgent Medical and Dentist appointments should be made outside school hours. Where this is not possible, the parent must show evidence of the appointment and it's urgency to the office staff. Permission will be given at the discretion of the Headteacher, if permission has not been given, the absence will be classified as unauthorised.

## Holidays/ Extended Leave

Smithy Street school follows the recommended Tower Hamlets Policy for Applications for holidays and leave in term time. Requests for holidays or leave in term time should be made **IN ADVANCE** and in writing to the Headteacher. It is only granted in exceptional circumstances and all applications will be considered on merit in the light of the need to maintain continuity of learning, in line with DFE guidance. Evidence of the timing of the flight booking and the

nature of the exceptional circumstances will always need to be presented to school upon return. If parents decide to take their children on leave, against the advice of the Local Authority and school, they will lose their place if they fail to return to school after 20 days. All parents/ carers requesting leave are required to complete and sign the 'Application for Leave of Absence' form. Unauthorised absences are subject to a potential Penalty Fee, and if unpaid, may lead to prosecution.

### **Attendance Welfare Advisor**

All children who have had more than 20 school days absence in the previous academic year, or who have regular days of absence, are rigorously monitored and visited by the Attendance Welfare Advisor if their attendance is deemed unsatisfactory.

Parents and carers are made aware that the Local Education Authority does prosecute parents for not sending their children to school, and that they may be subject to a fine, or alternatively that the LEA might apply to the Family Proceedings Court for an Education Supervision Order on their child. The Education Social Worker will explain this to parents should the Education Department be considering this option.

### **Authorised and Unauthorised absences, including early pick – ups from school.**

Only the school can authorise an absence on the basis of an acceptable reason given. A note from a parent or carer does not, in itself, authorise an absence.

Unauthorised absence is any absence not authorised by the school. It includes any absence for which the reason is not known, or where an explanation offered afterwards has not been satisfactory. Explanations such as going shopping; a visit to the airport; visiting relatives; looking after siblings; waiting for a delivery/electric/gas appointment, translating for parents, lack of childcare if this was known in advance etc. will not be acceptable reasons for absence and will be unauthorised.

In exceptional cases the school may sanction an absence for a special occasion. The school will take into account:

- The nature of the activity
- Its frequency
- Whether sufficient advance notice was given
- The overall attendance pattern of the pupil.

## **Appendix 2: Tower Hamlets Policy for Applications for holidays and leave in term time**

The Department for Education has issued guidance to schools and Local Authorities in relation to holidays and leave in term time and this policy reflects the requirements of this guidance.

The School Governing Body has authorised the Headteacher to act on its behalf in ensuring that the school fully complies with the requirements.

### **Applications for Holidays or Leave in Term Time**

Any applications for leave in term time must be submitted at least 10 days in advance to the Headteacher. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

### **Holidays in Term Time**

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not normally be authorised. Parents/Carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority and the School Governing Body.

The Headteacher will refuse any applications for holidays in term time, unless there is evidence of very exceptional circumstances and of why the leave must be taken in term time instead of in the school holidays.

### **Leave in Term Time for Other Reasons**

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid;

and

- (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

### **Taking of Unauthorised Leave in Term Time**

Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

A Penalty Notice may be served on an individual parent/carer per individual child basis when the child has had 6 sessions (3 days) of unauthorised leave in term time. There is no right of appeal. Where 2 parent/carers take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £60 each - £180 per parent and £360 in total if paid within 21 calendar days. After 21 days parents will have another 7 days to pay but at the higher rate of £120 per a parent per a child. Non-payment of Penalty Notices will trigger court procedures where parents will be summoned to the magistrates' court for not ensuring regular school attendance in accordance with the 1996 Education Act.

**Losing the school place**

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the pupil's name may be removed from the register.

Parents will then have to re-apply for admission when they return but it may not be possible for the child to return to the same school.