



**Holden
Clough**

Community
Primary School

Attendance Policy 2022

Chair of Governors		Stephen Longley	
Headteacher		Faik Kordemir	
Date	Review Date	Coordinator	Nominated Governor
	2025		

Introduction and School Target

Holden Clough is a successful school and our children and their families play their part in making it so. We aim for an environment which enables and encourages all members of the school community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and children should be at school, on time, every day school is open unless the reason for the absence is unavoidable.

The target for attendance at Holden Clough is 97% because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Tameside.

Ensuring a child's regular attendance at school is the legal responsibility of Parents/Carers and permitting absence from school without a good reason creates an offence in law which may result in prosecution.

Why Regular Attendance Is So Important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

100% OUTSTANDING 97% and above EXCELLENT	95% to 97% REQUIRES IMPROVEMENT	91% to 95% CLOSELY MONITORED	90% or below PERSISTENT ABSENCE
<p>More likely to achieve highly</p> <p>Actions:</p> <p>Student rewards</p>	<p>Could have an impact on achievement</p> <p>Actions:</p> <p>Weekly review / monitoring by attendance officer</p>	<p>Could have a more serious impact on achievement</p> <p>Actions:</p> <p>Letter of concern sent home</p> <p>Weekly review / monitoring by attendance officer and Headteacher</p> <p>Attendance panel meeting WITH Parents/Carers, attendance officer, Headteacher and possibly EWO</p>	<p>Likely to have a serious impact on achievement</p> <p>Actions:</p> <p>Possible penalty notice or legal action by local authority</p>

Understanding Types of Absence

The school day consists of 2 sessions AM and PM. Every absence from school has to be classified by the **school** (not by parents), as either AUTHORISED or UNAUTHORISED. This is why detailed information about the cause of any absence is required.

Authorised absences are mornings or afternoons away from school for a reason such as illness, medical/dental appointments supported by medical evidence which **unavoidably** fall in school time, emergencies or other unavoidable causes. Wherever possible please provide appointments cards/letters, copies of prescriptions etc. Children are often able to come into school when they are on medication. Please see our **Managing Medicines Policy**.

Although we appreciate it is not always possible, please make every effort to book medical/dental appointments outside of school hours. Only 1 session will be authorised for appointments e.g. for a 9am dental appointment the morning session would be authorised. If the child fails to come to school after the appointment the afternoon session will be recorded as unauthorised (exceptional circumstances will be taken into consideration)

*SICKNESS: please do not be offended if the amount of time your child is absent from school due to illness is challenged. If absence due to illness exceeds 3 days it **will not** be authorised without evidence being provided.*

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This can lead to the Local Authority using penalty notices which could incur a fine or even prosecution leading to harsher sanctions such as a prison sentence.

The following are NOT acceptable reasons for absence:

- Parents/Carers keeping children off school unnecessarily, which includes birthdays, holidays, shopping, sibling illness or looking after other children.
- Any other absences in term time which have not been authorised by the Headteacher
- Any unexplained absences will be recorded as unauthorised unless an explanation can be provided which is satisfactory to the Headteacher
- All unexplained absences will be investigated and could result in a home visit.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the school, the Parents/Carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and often makes things worse.

Holidays in Term Time will affect a child's schooling as much as any other absence and we expect Parents/Carers to help us by not taking children out of school in term time unless in **exceptional** circumstances.

All applications for leave must be made well in advance; application forms are available from the school office upon request. When making a decision school will consider the circumstances of each application individually, including any pattern of leave in term time and authorised leave will only be granted in **exceptional** circumstance. If a holiday is refused this could result in a **penalty notice**. The current law does not allow parents to take a child out of school for a holiday or trip.

Please refer to [https://www.tameside.gov.uk/Education/School-Attendance-Fixed -Penalty-Notice](https://www.tameside.gov.uk/Education/School-Attendance-Fixed-Penalty-Notice)

Absence Monitoring

A monitoring file is kept for pupils whose attendance falls to 95% or below and the following procedure is followed:

- The Parents/Carers of pupils whose attendance falls to 95% or below will receive a monitoring letter
- A review of individual attendance will take place on a weekly basis within school
- If there is no improvement Parents/Carers will receive a second letter inviting them to an 'attendance panel' meeting to discuss attendance and devise a plan of support if required (*an Education Welfare Officer from the Local Authority may be present at this meeting*)
- School will continue to monitor, review attendance and work with families. However, if there is no improvement in attendance school may consider legal action

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more of schooling across the school year for whatever reason, whether authorised or unauthorised. Absence at this level impacts attainment and prospects. It is a legal requirement that parents/carers ensure their child attends school.

We monitor all absence thoroughly. PA pupils are tracked and monitored carefully through our pastoral/attendance team. We also combine this with academic mentoring where absence affects attainment. All our PA pupils and their Parents/Carers are subject to an Action Plan and the plan may include allocation of additional support.

Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news about the day ahead of them. Late arriving pupils also disrupt lessons and cause embarrassment for the child which can encourage absence.

How we manage lateness

- Children should be in class ready to start learning by 8.40am and pupils will receive a late mark if they are not present by that time.
- The external classroom doors will be closed at 8.50am prompt. If the external door is closed pupils must enter the school through the main entrance and report to the Reception staff. Unless the pupil has travelled to school alone (Yr 5/6) a Parent or Carer is required to sign them in.
- At 9.20am the registers are closed. In accordance with Regulation any pupil arriving after that time will receive a mark that shows them to be on site, but it will NOT count as a present mark and is recorded as an unauthorised absence.
- If a pupil has a persistent late record, Parents/Carers will be asked to meet with one of the attendance team to resolve the problem. However, Parents/Carers can approach the school for support at any time if they are experiencing problems getting their child to school on time
- If the problem persists there may be a possibility of a penalty notice being issued.

Promoting Regular Attendance

School will use a staged approach. Helping to create a regular pattern of attendance is everybody's responsibility – Parents/Carers, pupils and all members of school staff.

To help us all focus on this we will:

- Give attendance information on weekly newsletters (class totals)
- Report in the Spring and Summer Terms to Parents/Carers on how their child is performing in school, and what their attendance rate is
- Celebrate good attendance by displaying class achievements (certificates)
- Reward excellence through special events
- Termly certificates for attendance target 97% and above and 100% attendance
- **New for 2022** – Key stage 1/ Key stage 2 trophies/stickers for classes with the best attendance.

Absence Procedures

Reporting pupil absence

If a child is absent from school for **any** reason Parents/Carers must:

- Contact the school as soon as possible on the first day of absence using one of the following methods
 - Telephone - 0161 330 5248. You can either speak to a member office staff or select option 1 which will direct you to a 24hr answering service which is dedicated to pupil absence. Please give your child's name, class and the reason for their absence; please give as much detail as possible. Not well/under the weather are not satisfactory reasons for absence.
 - Email – attendance@holdenclough.tameside.sch.uk please give name of child, class and details of absence. Again, you can request a 'callback' if you wish to speak to someone
- You must update the school daily unless agreed otherwise with the attendance team
- Provide medical evidence for all appointments within school time.

Please do not use Class DOJO to report absence.

Any unreported absence is a cause for concern. In the event that we are unable to contact you for 2 consecutive days we may visit your home address in accordance with our safeguarding procedures.

The Local Authority and Education Welfare Officer (EWO)

The local authority monitors all school absences during term time. All schools in Tameside are required to have firm policies or stringent checks to ensure that there is a significant reduction in the number of absences during term time.

The Education Welfare Officer (EWO) visits school ½ termly to review attendance and offer advice and support. Parents/Carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful; however, if difficulties cannot be resolved in this way, the school may refer the family to the Education Welfare Officer. He/she will try to resolve the situation by agreement but if other ways of trying to improve the pupil's attendance have failed and unauthorised absences persist; legal action may be taken. Details of the options open to enforce attendance at school are available from school or the Local Authority.

Parent/Carers Contact details

There are times when we need to contact Parents/Carers about lots of things, including absence. Parents/Carers are asked to ensure that we **always** have up to date contact details, address and contact numbers – if we don't then something important may be missed.

People Responsible for Attendance Monitoring at Holden Clough

Mr Faik Kordemir – Headteacher
Mrs Katie Whitman – Attendance Officer
Miss Angela Woodward – Attendance Officer/Mentor

Summary

The school has a legal duty to publish its absence figures and to promote attendance. Equally Parents/Carers have a duty to make sure their children attend school. All school staff are committed to working with Parents, carers and pupils as the best way to ensure as high a level of attendance as possible

HOLDEN CLOUGH ATTENDANCE POLICY

I have read and understood the terms and conditions of the attendance policy at Holden Clough Primary School.

Signed: Name:

Date:

Pupils name: Class: