

Eastfield Primary School

Attendance Policy

Updated September 2024

Name of the Senior Attendance Champion: Sarah Hay (Head Teacher)

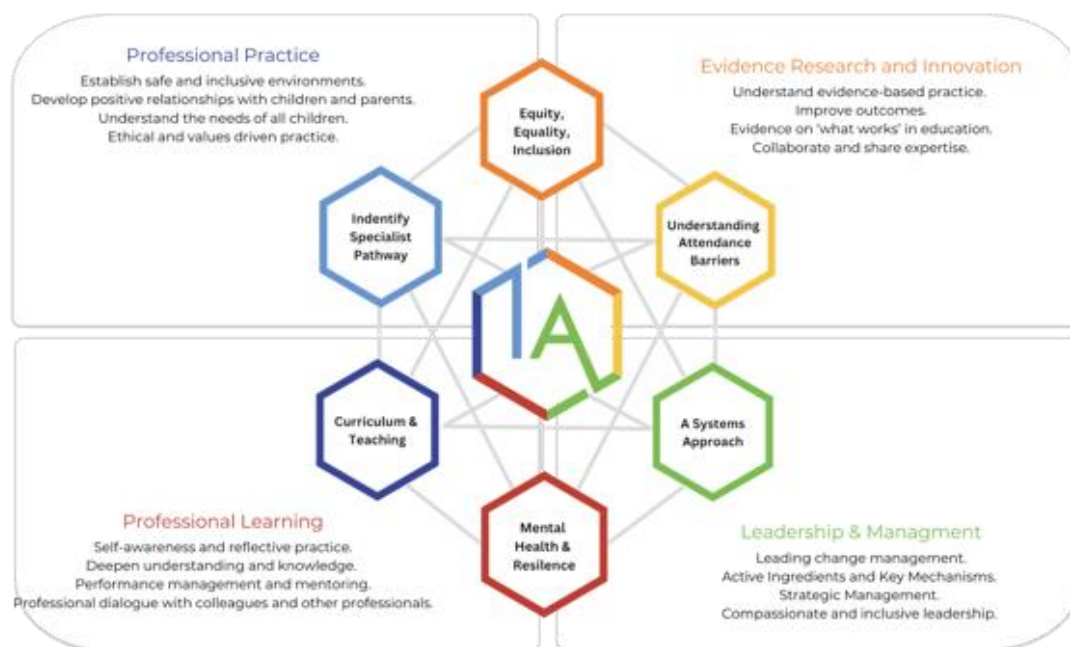
Name of Operational Lead for attendance: Vicky Rownes (Family Liaison and Safeguarding Officer)

Education Welfare Officer: Claire McEwen

Eastfield Primary School is proudly recognised as a good school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Inclusive Attendance Professional Development Model

The Inclusive Attendance professional development model fundamentally guides our attendance approach. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.



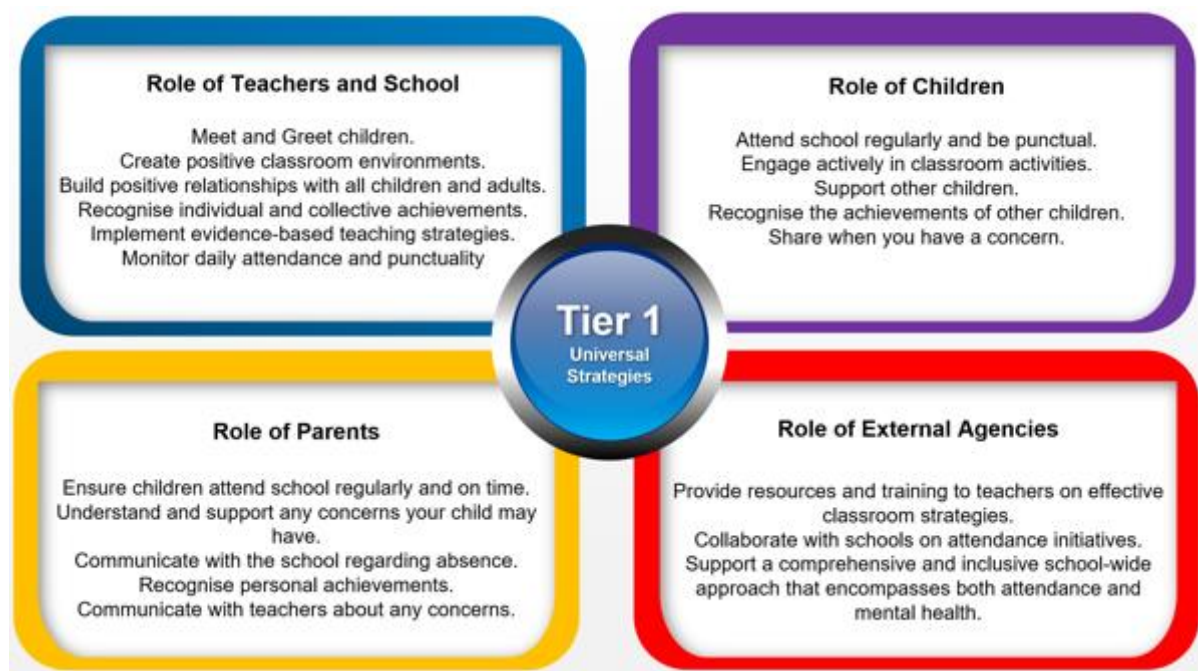
A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, Eastfield Primary School implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.



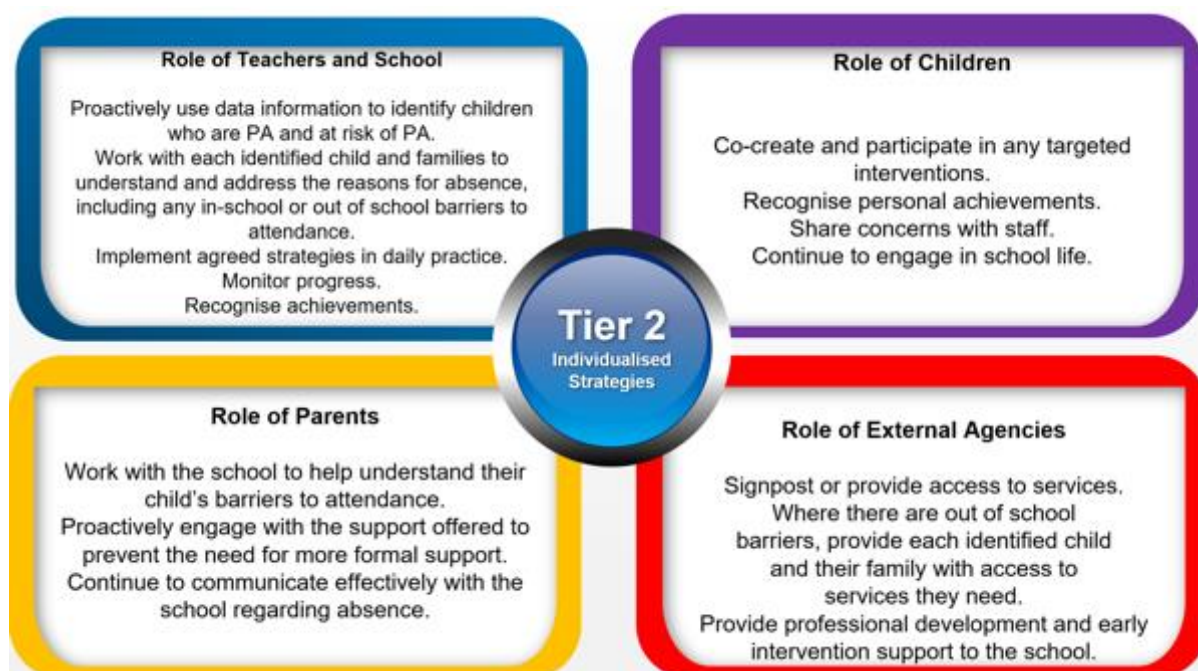
Tier 1 - Universal Approach:

Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support:

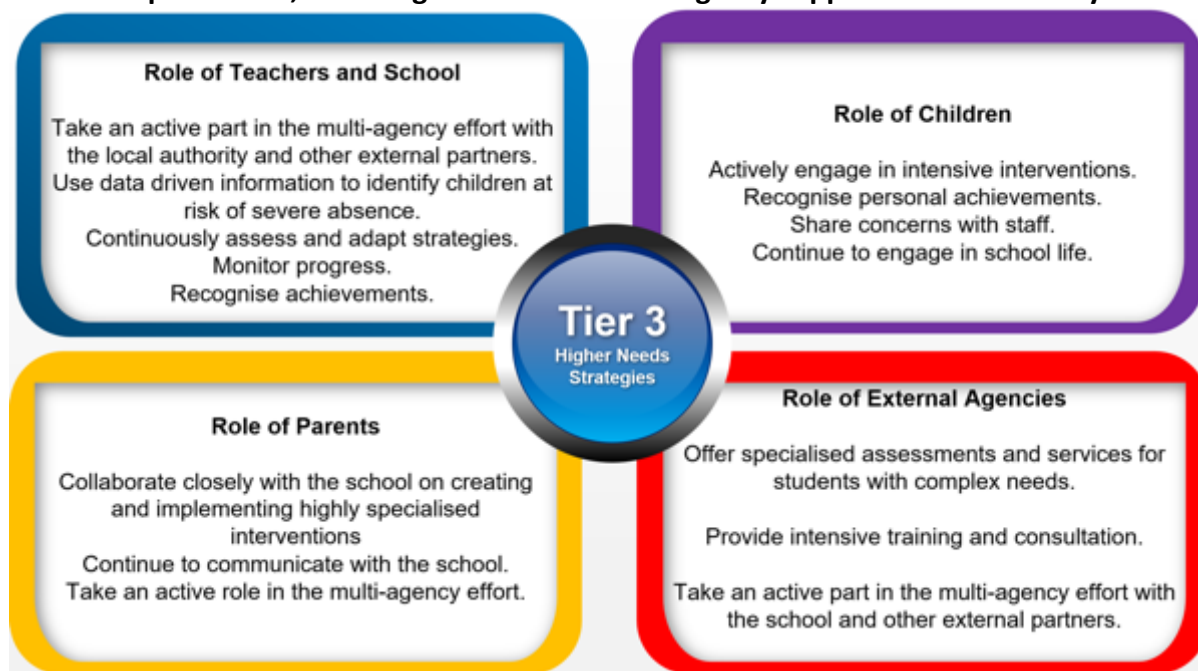
Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.





Tier 3 - Higher Needs Strategies Support:

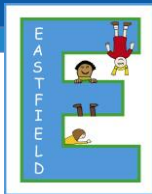
Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



The Importance of School Attendance at Eastfield Primary School

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- **Academic Achievement:** Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- **Knowledge Acquisition:** School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- **Social Development:** School provides a vital social environment for children to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- **Building Routine:** School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- **Teacher Interaction:** Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- **Preventing Knowledge Gaps:** Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- **School Engagement:** Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- **Legal and Parental Responsibility:** Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- **Community Well-being:** High levels of school attendance contribute to the overall well-being of communities.



Factors Influencing Attendance

There are many factors which can impact on a child attending school, if you have any concerns you should contact the school as soon as possible:

Health Issues: Children may experience physical or mental health issues that lead to absences. Chronic illnesses, infections, and mental health conditions can impact a pupil's ability to attend school regularly.

Family Circumstances: Family-related factors such as bereavement, family illness, or caring responsibilities can result in absences from school.

Bullying and Safety Concerns: Experiences of bullying or safety concerns at school can deter pupils from attending.

Transportation Issues: Difficulty in accessing transportation to school, especially in rural areas, can affect attendance. Lack of reliable transportation options can lead to sporadic attendance.

Socioeconomic Factors: Families facing financial difficulties may struggle to provide necessary resources for their children to attend school regularly. Issues such as lack of appropriate clothing, food, or a stable home environment can contribute to absenteeism.

Special Educational Needs (SEN): Pupils with special educational needs may require additional support and accommodations to attend school regularly.

Engagement and Motivation: Lack of engagement with school activities and a perceived lack of relevance in the curriculum can lead to disinterest in attending. Children who are not motivated may avoid attending school.

Academic Challenges: Pupils facing academic difficulties or feeling overwhelmed by classwork may avoid school.

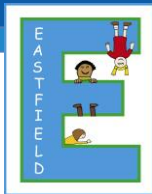
Cultural and Language Barriers: Children from diverse backgrounds may face challenges related to language barriers or cultural differences. These challenges can affect their attendance and engagement with school.

Peer Pressure and Social Factors: Influence from peers can impact attendance. Children may avoid attending school to align with the behaviour of their peers or to engage in social activities outside of school.

Parental Involvement: Parental support and involvement in a child's education can positively influence attendance. Lack of parental engagement may lead to increased absenteeism.

Supporting Attendance at Eastfield Primary School

To address any identified attendance issues effectively, Eastfield Primary School will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.



Attendance Tiers at Eastfield Primary School

Attendance and punctuality is monitored on a daily basis. We will give parents guidance and support using our 3 tier approach. We monitor attendance by the percentage of attendance and also by 'number of days missed'. The table below indicates which tier pupils will be in according to the total number of days missed per academic year:

Number of days missed	Tier
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	2
11	2
12	2
13	2
14	2
15	3
16	3
17	3
18	3
19	Locked in PA

School Attendance Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by pupils. These terms are important for tracking and addressing attendance issues.

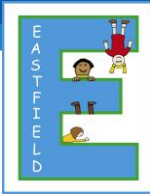
Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of pupil absence from school that is considered to be a significant cause for concern.

Threshold: In England, a pupil is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions. (19 days or more missed)

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a pupil's attendance is at a level that suggests they are at risk of becoming persistently absent.



Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe pupils whose attendance is consistently low and becoming a concern, [as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.](#)

Severe Absence (or Severe Persistent Absence):

Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school).

These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

Absence Definitions

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised Absence

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- Medical evidence has been provided for any illness or unavoidable appointment.

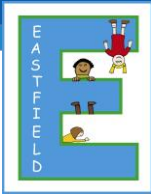
Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Policies and Practice

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. Eastfield Primary School adhere to the following key attendance acts in the UK:

Education Act 1996: The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.



Education (Pupil Registration) Regulations 2006: These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.

Education (Pupil Registration) (England) (Amendment) Regulations 2013: These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.

School Attendance Code of Practice: The School Attendance Code of Practice provides guidance to schools, local authorities, and parents on the law and procedures relating to school attendance and absence. It sets out the principles for promoting good attendance and dealing with poor attendance.

Local Authority School Attendance Guidance: Each local authority in the UK may provide its own guidance and policies on school attendance. Schools should be aware of and follow the specific guidance issued by their local authority.

Department for Education (DFE) Guidance: The DFE periodically issues guidance documents and updates related to school attendance. Schools should stay informed about the latest DFE guidance 2024 and follow any recommendations or requirements outlined in these documents.

Child Employment Legislation: Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.

Children Missing Education (CME) Statutory Guidance: This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.

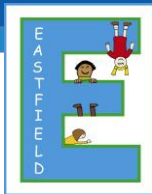
Section 19 of the Education Act 1996 (England and Wales) outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.

Additional Policies aligned to the Attendance Policy at Eastfield Primary School

- Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- Mental Health Policy
- SEND statement
- Pupil Premium Policy

Attendance and Punctuality Expectations at Eastfield Primary School

Pupils are expected to arrive at school on time everyday. **The school day begins at 8:50am and ends at 3:20pm.**



Gates open at 8:40am. Registration starts at 8:50am and closes at 9am.

- Children are expected to arrive on time and attend all scheduled lessons and activities. Any pupils who arrive after 8:50am must be accompanied by an adult to the front office (On Colliery Road) The parent/Guardian must give a reason for absence. We then add an L code to the register and record the reason for absence as well as number of minutes late.
- For pupils who are persistently absent, Parents may be required to attend a meeting in school with our Education Welfare Officer and Family Liaison and Safeguarding Officer to discuss how the issue may be resolved. Pupils who are persistently late to school will have a 'U' code recorded on the register which will be an unauthorised session and could lead to penalties or prosecution if no improvement is made.
- Parents are expected to contact school on **01902 558604** to report their child's absence. If the absence is for more than one day, Parents are expected to contact school each morning with an update and possible return to school date.
- If children are absent for more than 5 days, a home visit may be completed by school or our Education Welfare Officer.
- Parents are expected to provide medical evidence for any illnesses that their child may have. This could be prescribed medication, appointment card, doctor/hospital note.

The staff with responsibility for attendance matters at Eastfield Primary School are:

Name of Staff Member	Roles and Responsibilities
Sarah Hay	Senior Attendance Champion. Head Teacher.
Vicky Rownes	Operational Attendance Lead. Family Liaison and Safeguarding Office.
Claire McEwen	Education Welfare Officer

Holidays during term time

Taking holidays during term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in school time.

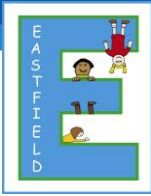
There is no automatic entitlement in law to time off in school time to go on holiday and the government made an amendment to the Education (Pupil registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless:

- An application has been made in advance to The Head Teacher by a parent/s with whom the pupil resides with and has parental responsibility.
- The Head Teacher in accordance with paragraph 1 considers that leave of absence should be granted due to exceptional circumstances relating to that application.

In light of the changes to the Pupil Registration Regulations, Eastfield Primary School will only grant leave where parents can prove exceptional circumstances.

Leave Of Absence (LOA) requests should be made in writing to the Head Teacher as early as possible. A LOA form can be requested from the main office and will be sent to you electronically to complete.



On any occasion that school refuses a request for leave in term time, should parents proceed with the leave of absence it will be recorded as unauthorised and will be referred to our Education Welfare Officer.

A referral will also be made to the Local Authority for possible further action.

[Details of the National Framework for Penalty Notices at Eastfield Primary School](#)

A penalty notice is an out of court settlement. From 19th August 2024 penalty notices will be as follows as per The Department for Education – Working together to improve school attendance.

This applies on a 3 year rolling period.

- The first penalty notice issued to a parent of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice will often include prosecution and attendance legal interventions.

If a penalty notice is not paid after the 28 day period, the local authority may prosecute.

[Safeguarding Children and Attendance at Eastfield Primary School](#)

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow ***Keeping Children Safe In Education*** guidance to ensure safe practices.

[Review](#)

This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

Next review: July 2025