



**Temple Newsam Community Partnership**

# **ATTENDANCE POLICY**

**October 2020 to October 2021**



**RED KITE**  
**LEARNING TRUST**

## **Temple Newsam Community Partnership Attendance Policy**

### **This Policy is based upon a number of principles:**

- Good attendance is vital to pupil achievement and to develop a positive school ethos
- Government statistics show a direct link between under achievement and poor attendance at school
- Attendance contributes to pupils feeling fully included in the school community and developing a positive attitude towards education and lifelong learning
- It is important for schools, parents/carers and pupils to work together to attain high levels of attendance and punctuality

### **This attendance policy contributes towards the TNCP School's aims to meet the following positive outcomes:**

- To provide safe, caring and welcoming environments in which to learn
- To create happy, healthy schools where every child feels valued
- To provide an appropriate curriculum for pupils to enjoy and achieve
- To provide opportunities to develop economic well-being
- To encourage all pupils to make positive contributions.

### **It is important that all relevant parties accept and fulfill their responsibilities:**

#### **Pupils' Responsibilities**

- To attend school
- To arrive at school on time and follow school procedures for registration, particularly if arriving late for any reason
- To arrive at school with the correct equipment and uniform
- To discuss any issues with an adult that might deter them from attending school

#### **Schools' Responsibilities**

- To monitor attendance and absences (authorised and unauthorised)
- To investigate any problems that may lead to non-attendance and support re-integration
- To keep parents/ carers informed of attendance issues
- To work closely with the Cluster Attendance Manager following the referral procedure for pupils whose absence is giving cause for concern

## **Parents'/ Carers' Responsibility**

- To ensure that their children attend school and are punctual. Absences should only be for genuine illness or exceptional circumstances. Exceptional circumstances leave must be applied for from school using the relevant form
- To provide school with a current telephone/ mobile and email address for contact
- To inform the schools on the first day of their child's absence and each subsequent day
- To ensure that their children arrive at school with correct equipment and uniform
- To be aware of their legal responsibilities (Appendix A documents highlight this)

## **All TNCP Schools**

Encourage regular attendance in the following ways:

- By involving pupils in school attendance policies and practices
- By responding promptly to a child's or parent's concerns about the school or other pupils
- By celebrating good attendance
- By appointing a member of staff to take the lead on attendance who also supports Cluster developments
- By appointing an Attendance Governor

Respond to non-attendance in the following ways:

- By daily contact to all parents of pupils who fail to attend where no contact has been made to explain the absence
- By follow up contacts if there is no response from the parents. The school will continue to try and contact the parent. If no contact is made the school will follow the TNCP procedures for monitoring absences (Appendix B highlights this)

## **Registration**

- All TNCP schools take attendance registers at least twice per day in the morning (AM) and afternoon (PM) sessions
- Pupils arriving after registration will receive a late mark
- Pupils arriving more than 45 minutes after the end of registration will receive an unauthorised absence mark

## Authorised and Unauthorised absence

- All TNCP schools will monitor their own attendance issues initially and any decision regarding authorising or unauthorising absence will only be made by the head teacher of each individual school.
- When schools identify concerns which are persistent about individual pupil absences they will escalate interventions and refer to, or consult with, TNCP Cluster Team (Appendix B highlights this)
- All parents must apply for 'Exceptional Circumstances Leave' of absence if they intend to remove their child from school during term time for any reason\* (Appendix C)

## Collection and the use of attendance data

The efficient and speedy collection of data within each school is essential to the development of effective strategies for action. Data collected will be used to monitor:

- Individual absences and lateness at school
- Patterns of absence and lateness and the identification of trends by class, year group and whole school. This will allow weekly, half termly, termly and whole year comparisons to be made and strategies for improving individuals and whole school attendance planned accordingly.
- Persistent Absence (PA) data (and all attendance information) is collected by all schools every week and sent to the local authority. 10% PA definition applies from September 2015. Alongside changing the percentage, the DfE have revised the methodology used to identify pupils with absence rates above 10%. This will classify pupils as persistent absentees if they miss 10% or more of **their own individual possible sessions**, rather than reaching a standard threshold of absence sessions. Persistent absence includes all authorised and unauthorised absence.

## Safeguarding/CME

- All schools, after they have exhausted their own procedures, will refer to the Child Missing Education team (as per the local authority CME guidance).
- CME referrals will also be completed for all pupils who leave a TNCP school to move to another Local Authority if no application for another school has been made and the TNCP school has had no contact from a future proposed school.
- TNCP schools will not remove any pupil from roll unless they have consulted the local authority School Attendance Service first.
- Any child who has not attended school for 10 consecutive days will be reported to the local authority, whether or not contact has been made with the family, if the absence remains unauthorized.

## Early Years

- All Children's Centre's follow the TNCP Attendance policy (Appendix D)

## Rewards

- Good attendance is reinforced through rewards.

- Each school in the TNCP has appropriate reward systems and registration monitoring procedures as applicable to them. Details of these are available from the individual schools.

## COVID-19

Government guidance may be subject to change regarding attendance, due to the nature of the pandemic. Head Teachers should continue to use their own discretion to decide whether to initiate legal action against families, where children are not attending.

New government guidance has been issued in relation to attendance and coding for positive and suspected COVID-19 cases;

- Pupils who have symptoms should get a test – if this is negative, they can return to school. If the result is positive, they should self-isolate for 10 days. Children can only return to school once all symptoms have cleared apart from the cough or the loss of taste or smell. X codes should be used up to the time they have been tested. I codes should be used after the test.
- Schools should not retrospectively change the X code once a negative test result has been given.
- If someone in the household has symptoms, everyone should isolate for 14 days. Tests should only be requested for those who have symptoms.
- Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- If a family goes on holiday and is required to quarantine on return, this is to be coded as X. The holidays itself can be coded as G/ H.
- Children who have previously been shielding are now required to return to school.
- If children cannot attend school due to COVID-19, schools are expected to provide remote learning opportunities.

School Census data collection for attendance will resume again in January 2021.

All schools have undertaken comprehensive risk assessments to enable children and staff to return to school safely and in line with government guidance. Parents should refer to the individual school risk assessment where appropriate.

**All schools within the TNCP use the Government registration codes below**

### Registration Codes

Code	Meaning/When to use
/	Present AM - morning session
\	Present PM - afternoon session
<b>B</b>	Educated off site (NOT Dual Registration). If a child is educated in hospital, 1 session can be marked as B per day.
<b>C</b>	Leave of absence authorised by the school:  Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.
<b>D</b>	Dual Registration – also on roll at another educational setting e.g. PRU
<b>E</b>	Excluded

<b>F</b>	No longer in use
<b>G</b>	Holiday not authorised by the school or in excess of the period determined by the head teacher:  If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
<b>H</b>	Holiday authorised by the school:  Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
<b>I</b>	Illness (NOT medical or dental appointments)
<b>J</b>	Interview
<b>L</b>	Late before register closes.
<b>M</b>	Medical/Dental appointment
<b>N</b>	No reason yet provided for absence
<b>O</b>	Unauthorised absence
<b>P</b>	Approved sporting activity
<b>R</b>	Religious observance
<b>S</b>	Study leave
<b>T</b>	Traveller absence
<b>U</b>	Late (after registers close)
<b>V</b>	Educational visit or trip
<b>W</b>	Work experience
<b>#</b>	School closed to pupils and staff, also used for training days
<b>Y</b>	Forced and Partial school closure. Exceptional circumstances
<b>X</b>	Non timetabled sessions for non-compulsory school age pupils
<b>Z</b>	Not on school roll
<b>-</b>	Should attend – no mark recorded

**The Temple Newsam Community Partnership aspires to achieving the maximum attendance for all children attending a TNCP setting**

**\*Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended). By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice.**

**Penalty notices can be issued per parent and per child.**

**Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.**

Date of Policy approval: October 2020

Date of Policy review (annually): October 2021

Appendix A TNCP - Attendance and Punctuality Guide for parents

Appendix B TNCP – Attendance Checklist

Appendix C TNCP - Exceptional Circumstances Leave form

Appendix D TNCP - Early Years Attendance and Punctuality leaflet



# ATTENDANCE AND PUNCTUALITY

## A GUIDE FOR PARENTS AND CARERS

### October 2020- October 2021

#### Attendance Matters

- In the Temple Newsam Community Partnership we are committed to ensuring that all children receive a good level of education. This can be achieved if children come to school ON TIME, EVERY DAY.
- Parents have a legal duty to get their children to school every day unless there is a good reason for absence.
- Please be punctual. School starts at \_\_\_\_\_ am. Doors are open from \_\_\_\_\_ am. If you are late your child is late you/ they must \_\_\_\_\_
- Pupils who are late disrupt the whole class, which causes embarrassment for them, and they also miss vital teaching time.
- If a child is absent we must be told the reason why on the first day of absence, and each subsequent day, before \_\_\_\_\_ am followed by a written reason for absence.
- You can contact school by calling the main office on \_\_\_\_\_ or \_\_\_\_\_
- If we do not hear from you we will contact you by text, phone or letter or by visiting you at home.



## **Illness**

If a child is genuinely ill he/ she should remain at home and you should notify your school. Your child should be taken to the doctor to confirm the symptoms. The school office or a doctor can provide some guidance on the amount of time that common illnesses, particularly contagious ones such as chicken pox, require a child to be absent.

If a child has viral sickness and diarrhoea they should only return to school 48 hours after the symptoms have subsided. If your child has a lot of medical absences you will be invited into school to talk about the absences and may be referred to the school nurse.

## **Appointments**

Whenever possible, dental and other appointments should be made outside of school hours. We do appreciate that hospital appointments are not always flexible and emergencies occur. School must be notified prior to the appointment and if you have an appointment card or letter please bring to school.

## **Other absences**

Some absences are allowed by law, for example if a child is ill or there is a family crisis such as a funeral. These are authorised absences. However there are other times when pupils are absent for reasons which are not permitted. These are known as unauthorised absences. Unauthorised absences include: going to the shops, looking after younger children, sleeping in, hair appointments, birthdays, lack of uniform or PE kit, a parent feeling unwell or children not wanting to come to school.

If extended leave is taken, school can withdraw your child's place and this will cause further disruption to your child's education.

## **Exceptional circumstances leave**

- You do not have the right to take your child out of school during term time.
- By law parents/ carers MUST ask the Head teachers permission for exceptional circumstances leave.
- If you request exceptional circumstances leave you may be required to attend a meeting in school.
- Unauthorised absence may result in the issue of a Penalty Notice\*

## **Religious observance**

Children are only allowed to take 1 day per religious observance and no more than 2 days per academic year. School should be informed beforehand if you intend to keep your child away from school for a religious observance.

## **Good attendance**

Good or improving attendance is recognised and rewarded in each school.  
(Each school to add their own rewards system)

## **Poor attendance**

All schools will complete their stage 1 actions in line with their policy and procedure. Continued poor attendance could result in a child or family being referred to the TNCP Cluster Attendance Manager. The Attendance Manager will visit you at home and do an assessment of the reasons for poor attendance. This could result in further action being taken if attendance fails to improve.\*

### **Help with problems**

If you have any problems with attendance or any other matter such as a parent being ill or family difficulties, please come and talk to us.

We have a range of support that may be offered through schools for example, the Attendance Manager or other members of the TNCP Cluster Team. They can be contacted via Learning Mentors or Heads of Year. Please contact schools directly for more information, guidance and support.

***\*Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.***



### Cluster Attendance Guidelines

The table below is a checklist of interventions that must have been completed by school in order to access TNCP Cluster Attendance Manager support. This has been agreed by all TNCP Head teachers. Detailed intervention information must be included on the Guidance and Support request form. Head teachers have agreed that if evidence of this work is not on the request form, it will be returned to school.

Action Guidelines	Tick once completed	Date of completion	Staff name	Comments
Monitor and track weekly attendance in school with documentation to show tracking				
First day of absence contact and subsequent follow up daily (as appropriate)				
Speak to parent/ child face to face in school, regular phone calls to parent/ carers, home visits (as appropriate)				
Concern letter home regards attendance concerns (at around 95%) This must then be monitored for a half term with tracking documentation/ evidence				
During the monitoring period, letter to be sent including an offer of support from school support staff e.g. Learning Mentor, Catholic Care, Head of Year, EHA, small group work, one to one support, signposting to services				
School to initiate an attendance meeting with parents. Minutes are to be taken and sent to parents (copies to be sent to cluster when referring). Multiple meetings can be held.				Outcome/ Target set;  Achieved: Yes/No
Additional home visits by the attendance lead/ designated staff in school (for vulnerable children this needs to be straight away)				
Fast Track procedure if applicable, 10 or more unauthorised absences in a 12 week period				
Attendance must be unauthorised and be below 90% to be referred to cluster				

Child's Name..... D.O.B .....

Once all actions have been completed on the checklist, please forward it with your G&S referral form.

## Leave of Absence Request

<b>SCHOOL:</b>		<b>DATE OF REQUEST:</b>	
<b>First Name</b>	<b>Surname</b>	<b>Date of Birth</b>	<b>Class</b>
<b>Leaving date:</b>			
		<b>Date due back in school:</b>	
<b>Length of absence applied for (number of school days only):</b>			<b>days</b>
<b>Siblings in other schools:</b> Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	<b>First Name</b>	<b>Surname</b>	<b>School</b>
<b>Contact Details</b>			
<b>Parents:</b> (eg. Mother, Father, Grandparent, Carer):	<b>First name:</b>	<b>First name:</b>	
	<b>Surname:</b>	<b>Surname:</b>	
	<b>Address:</b>	<b>Address:</b>	
	<b>Postcode:</b>	<b>Postcode:</b>	
	<b>Email:</b>	<b>Email:</b>	
	<b>Home phone number:</b>	<b>Home phone number:</b>	
	<b>Mobile:</b>	<b>Mobile:</b>	
	<b>Alternative number while away:</b>	<b>Alternative number while away:</b>	

<b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b>		
The exceptional circumstances are...		
<b>Point of departure (eg. Airport, Coach, Train Station etc.):</b>	<b>Destination:</b>	
<b>Time of departure:</b>	<b>Flight numbers and name of airline:</b>	
<b>Emergency Contact Details (preferably someone who is staying in Leeds):</b>	<b>*Provide copies of travel plans to support your request.*</b>	
<b>First Name:</b>	If child is not leaving with parent(s) who is accompanying them?	
<b>Surname:</b>	Who will be caring/responsible for the child?	
<b>Address:</b>	Why is/are the parent(s) not leaving with the child?	
<b>Postcode:</b>	Name:	
<b>Relationship to the child:</b>	Relationship to child:	
<b>Contact Number:</b>	Address:	<u>Postcode</u> :

### **Statutory Declaration**

#### **Legal responsibility**

*As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.*

*I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.*

#### **Fines**

*I understand if my request is unauthorised I am most likely to be fined, £60 per parent, £60 per child (for example a family of 4 with 2 parents and 2 children will be fined a total of £240).*

*Once the penalty notice is issued, I have 21 days in which to pay the fine. If I fail to pay in that time period, the fine will double and I then have another seven days in which to pay, taking the total time in which to make payment to 28 days.*

***If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

**School places**

***I am aware that a referral will made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place.***

***I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.***

**Parent's Full Name:**

**Parent's Signature:**

**Date:**

**Parent's Full Name:**

**Parent's Signature:**

**Date:**

<b>School Section</b> <b>Any previous request</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Reason for refusal/Comments</b>					
<b>Authorised</b> <input type="checkbox"/>		<b>Approved</b>		<b>for School days</b>	
<b>Unauthorised</b> <input type="checkbox"/>		<b>Not approved</b>		<b>for School days</b>	
<b>Headteacher's Signature</b>					



# ATTENDANCE AND PUNCTUALITY IN THE EARLY YEARS (0 - 5 years)

## INFORMATION FOR PARENTS AND CARERS

*Is regular attendance and punctuality important in School Nurseries and Children's Centres? **YES!***

- From the very first day regular attendance is vital. This will ensure your child will settle in well, gain social skills and develop a good routine of attendance and punctuality
- Good attendance and time keeping will support your child's future learning and development as they will benefit from a wider range of activities
- All children who are enrolled in an early years educational setting (Meadowfield Early Education; Meadowfield School Nursery; Colton School Nursery; Templenewsam Halton School Nursery; Meadowfield, Temple Newsam & Colton Children's Centres) are expected to attend on a regular basis.

*When should you keep your child at home?*

- If your child is too sick to leave the house
- If your child has an infectious disease like chicken pox, mumps or measles. Please check with your setting if you are unsure/need advice.

*Must I notify the Early Years setting if my child is absent? **YES!***

- Early Years settings have a duty of care to monitor your child's attendance
- Please contact your early years setting as soon as possible to let them know why your child is absent

*What do I need to do if my family requires exceptional leave?*

- If you intend taking exceptional leave please discuss with a member of the early years setting
- If you have a child of school age in a TNCP school please read the TNCP Trust Attendance Policy and/or consult your provider as exceptional leave may not be authorised in school time
- If your child will be starting full time education within the next year please check the relevant school calendar before asking for exceptional leave as it may not be authorised.

*Where can I go for advice and support?*

- Please speak to your Children's Centre for support  
Meadowfield and Temple Newsam Colton – 0113 2250025
- Please speak to your School Nurseries for support  
Meadowfield – 0113 3230010  
Colton – 0113 2647514  
Templenewsam Halton – 0113 2930314
- Leeds Family Information Service – 0113 3789700