



Attendance Policy

May 2020

At Raynville Primary School we strongly believe that having access to and receiving a good education is the best way we have to ensure that all children achieve the best possible outcomes, empowering them to make positive choices about their future lives. We are a part of the Greater Heights Multi-Academy Trust, and report to our Board of Governors and Trustees about our school attendance. We work closely with our partners at Bramley Cluster and Leeds City Council and refer families to partner agencies for attendance support.

It is the responsibility of all schools, parents/carers and pupils to work in partnership to ensure that all children and young people receive an appropriate education, suitable to their needs.

Our Attendance Team is Jane Hopwood (Deputy Headteacher), Adele Baranyi (Inclusion assistant), Jo Briscoe (Pastoral & Inclusion Officer FS & KS1) and Gill Kilner (Pastoral & Inclusion Officer KS2). Louise Harrison is our Attendance Governor. Our Office Team is Karen Edwards (Business Manager), Adele Grant and Sarah Redshaw (Administrative Officers).

Attendance is defined as:

participation in a programme of educational activities arranged by the school, this may include off site provision.

- Children must attend regularly to achieve their full potential, personally, socially and academically.
- Children who miss out on school can feel vulnerable and left behind.
- Leave in term time is disruptive and can seriously affect children's education.
- Unauthorised absence can lead to prosecution and fines.

The Government expects:

- Schools and local authorities to:
 - Promote good attendance and reduce absence, including persistent absence
 - Ensure every pupil has access to full-time education to which they are entitled and to act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.
- All pupils to be punctual to their lessons.

The Law

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be

Attendance during one school year	Equals days absent in one year	Which is approximately weeks absent	Which means the number of lessons missed	Absences over 5 years
98%	Less than 4 days	Less than a week	20 lessons	No concern
95%	9 Days	2 Weeks	50 Lessons	¼ Year
90%	19 Days	4 Weeks	100 Lessons	½ Year
80%	38 Days	8 Weeks	200 Lessons	1 Year
70%	57 Days	11 ½ Weeks	288 Lessons	1 ¼ Year
60%	80 Days	16 Weeks	400 Lessons	2 Years
50%	100 Days	20 Weeks	500 Lessons	2 ½ Years

guilty of an offence and can be prosecuted by the local authority (section 444 of the Education Act 1996).

The following shows the link between % attendance at school and number of days absent:

Parents do not have the right to remove their children from school during term time. The head teacher will decide whether or not the absence should be authorised. Leave in term time may only be authorised if parents or carers make a request to the school on the appropriate form giving exceptional reasons why the leave in term time has been requested.

Holidays, leave of absence and Local Authority fines:

Since September 2013 schools are not allowed to authorise any requests for children to be taken out of school for a holiday during term time.

Requests for absence can only be granted in exceptional circumstances and a holiday would not be considered exceptional. Requests must be made to the school in advance, as the DFE insists schools cannot authorise any absences after they have been taken. A form is available from the school office for families to inform the Head Teacher of any request of absence and allows parents to explain in writing why they require their child to miss school.

Most requests for absence will be unauthorised, as only exceptional circumstances are allowed. If a child misses 10 sessions, which equates to 5 full days, then a fixed penalty fine may be applied by the Local Authority. If a child has several short unauthorised holidays over an academic year then a fine may be applied if the days accumulate to 10 or more sessions lost. Furthermore, if a family takes more than one unauthorised holiday within an academic year they can be fined for each absence in turn.

Penalty notices are issued per child per parent at a rate of £60 per notice, to be paid in full in 21 days. If not paid the penalty notice increases to £120 per parent to be paid in full in 7 days.

Once paid the parent/carer has discharged their liability for the offence.

Should the parent/carer fail to pay then the case will be considered for presentation to the magistrates under Section 444 of the Education Act 1996 for the offence of failing to ensure their child attends school regularly. Should this happen, parents/carers face a fine of up to £1000 and a criminal record if they are found guilty.

Encouraging Good Attendance

The staff at Raynville strive to make every child feel safe and welcome in school. Children are at the centre of our school community, and we work hard to build good relationships with them and their families. If a child is experiencing difficulties at home or at school then we have experienced staff across school to help them feel listened to, included and who are then able to get the help the child or family need.



Parents/Carers are regularly made aware of their child's attendance. At each Parents' Consultation meeting they receive a printed copy of their child's registration record, and again as part of their end of year report.

We use a traffic light system to colour code attendance data to parents, setting out what our expectations are and the level of concern their child may be currently be reaching.

96% +	Excellent – well done! This will help all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic.
95% to 94%	Average – well done, strive to build on this.
93% to 91%	Poor – Absence is now affecting attainment and progress at school. Please work with the school to urgently to improve the situation.
Below 90%	Unacceptable – Absence is causing a SERIOUS CONCERN . It is affecting attainment and progress and is disrupting your child's learning. We will work with the Cluster support team to improve your child's attendance. Permitting absence from school without a good reason is an offence by the parent/carer. Only the school can authorise absence.

Ways we support good attendance:

- A warm welcome everyday.
- A safe and inclusive school community, where every child and family is valued and supported.
- Incentives and initiatives to promote punctuality and good attendance, for example weekly prizes, termly certificates, parties.
- Our Attendance Governor champions good practice to improve and respond to school attendance issues.
- Each Class Council discusses attendance in their regular meetings; their ideas and views feed into School Council decision making around initiatives, prizes etc.

- Track and monitor the attendance of *all* children including those in nursery provision.
- Share a child's Registration Certificate when transferring information between schools.
- Implement the locally agreed Managing Absence from School process.

In support of this, we work with partner agencies:

- Engage with children and their families to address poor attendance and underlying reasons for it, eg Bramley Cluster, Social Care, Signpost, MST.
- Use holistic tools for identifying difficulties and planning a way forwards eg Early Help Plans.
- Promote a positive message to children and their families about the importance of school attendance and getting the most from education and learning opportunities in the area eg BARCA, West Leeds Activity Centre etc.