

**2022/23 Attendance Policy
Rose Hill Primary School**



*Working together to
achieve excellence in education*

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1. Introduction

At Rose Hill Primary School we believe that good attendance and punctuality are essential for a child to achieve their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year.

Rose Hill Primary School's attendance is subject to various education laws and our school's attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE).

In order to promote good attendance, it is vital that we act early to address any patterns of absence. This policy sets out the school's position on attendance and explains the procedures that all parents/carers must follow when reporting their child's absence.

It is very important for children to develop regular attendance habits at an early age, coming in every day and on time. We encourage parents/carers of children who are not of compulsory age in Reception and Nursery, to bring their children to every session that is available to them. We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending school.

Every opportunity will be used to convey to children and their parents/carers the importance of regular and punctual attendance including, for example, assemblies, the school's website, school displays and dialogue with parents/carers and carers in the form of verbal discussions, letters and messages sent through Parent Mail.

2. Attendance Awards

At Rose Hill Primary School, we understand the impact that good attendance and punctuality has on our children's learning. We have many initiatives to support and celebrate attendance and punctuality so that it remains a high profile in school and with our families.

The school will use the following system to celebrate the attendance of individual children and classes whereby their attendance is good or improving:

- Each week the class with the highest attendance and most improved attendance will be announced in our Celebration Assembly and receive the Attendance Bear for the week.
- We recognise attendance achievement by sending out postcards to parents. We aim to be inclusive of children who might have complex medical needs but still need to be celebrated for their school attendance.
- Individual class attendance and improvement will be shared weekly in the Headteachers newsletter.

3. Reporting an absence

Please adhere to the following procedures when reporting your child's absence:

3.1 First day absence:

- If your child **has** to miss school, contact the absence line, Parent Mail or come into the office on the first morning of the absence so we are aware of the problem. Please ensure that this information is given by the parent/carer and nobody else.
- Continue to ring in **everyday** so we know where your child is for the entire period of absence.
- If the school has not heard from parents/carers, a telephone call will be made by the attendance team (using the contact numbers held by the school).
- If no contact is made, the school may try to make contact with the rest of your emergency contacts and this will be recorded on our system.
- If a child is not in school and there has been no contact from parent/carer (i.e. no message left or school unable to make contact) a home visit may be undertaken (two members of staff will attend the visit). If no one is home, a standard letter is posted through the door stating the date and time of the visit and asking parents/carers to make contact with the school.
- If a visit is made and there are still concerns, we will follow our safeguarding procedures.

3.2 Three to Five day absence

The same procedures are followed as with first day absence. All contact numbers will be tried. If no contact is made by this point, it is likely that we will contact Children's Services for advice regarding how to proceed.

3.3 Ten consecutive day absence

Any pupil who is absent **without an explanation** for 10 consecutive days will be referred to Oxfordshire County Council's Attendance and Engagement Team. ***[This is a legal requirement]***. The school will include details of the action they have taken.

4. Term time Holidays

Holidays are **not permitted** to be taken during term time and the school will not authorise these absences unless circumstances are exceptional. No term time holidays will be authorised for Year 6. Taking holidays in term time will affect your child's schooling as much as any other absence. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours but we acknowledge that this is not always possible. The school may request evidence of appointments, these can be in the form of an appointment text /card, email confirmation or GP / hospital letter.

5. Religious Observances

Our school acknowledges the multi-faith nature of the school community and recognises that some religious festivals may fall outside of school holidays. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs. Should any additional days be taken, these will be recorded in the register as an unauthorised absence.

6. Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss vital instructions given at the beginning of the lesson and can disrupt the learning taking place in the classroom.

The school gates open at 8:30 am each morning. All children are expected to be present for registration which runs from 8:40 am until 9:00 am. Children arriving after this time will be recorded as late in the register and this will negatively impact their overall attendance.

Parents/carers will be contacted if their child is late to school on numerous occasions. They may be invited to attend an Attendance Agreement meeting if the child's lateness does not improve.

7. Late being picked up at end of the school day

We do understand that sometimes parents/carers get caught up in traffic. It is really important that you call the school so that we can arrange for your child to be supervised until you arrive. If no contact has been made, we will try all emergency contact numbers. If by 3.30pm, we have yet to hear from you and following discussion with the Headteacher, we may need to contact Children's Services for advice.

The same process applies for children who have not been picked up from After School Clubs.

8. Rose Hill Primary School's response to Persistent Absenteeism

If we're concerned about levels of attendance:

- We will make contact by phone/letter/home visit.
- If attendance doesn't improve over an agreed time frame, an Attendance Agreement meeting will be held with the parents/carers.
- A recommendation of the Attendance Agreement may be to initiate a Strengths and Needs Assessment to identify what support is needed
- If attendance continues to be a concern, a referral to the Local Authority Attendance and Engagement Team will be made.
- In cases of persistent absenteeism, the Local Authority Attendance and Engagement Team may become involved and issue a Penalty Notice Warning which could result in a fine or further legal action through the courts.

9. Attendance monitoring

As part of our attendance tracking procedure, we monitor the children's attendance weekly. If a child's attendance drops below 95%, where the reasons are not medical, we will contact the parents/carers. After 4 weeks, we carry out another attendance check, if the child's

attendance has dropped further we will contact parents/carers and notify them that if their child's attendance doesn't improve over an agreed time frame, they may be asked to enter an Attendance Agreement. We then begin to regularly monitor the child's attendance and absences may not be authorised unless medical evidence is provided. If attendance continues to decline, the parents/carers will be invited to attend an Attendance Agreement meeting. The Local Authority's Attendance and Engagement officer may also attend these meetings.

For further information regarding the Local Authority's guidelines on attendance in school, please visit: <http://schools.oxfordshire.gov.uk/cms/content/county-attendance-team>