



## Attendance Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

## Policy Review Schedule

<b>Policy Name</b>	TPA Attendance Policy
<b>Review Frequency</b>	Every three years
<b>Statutory Policy</b>	No
<b>Policy Owner</b>	Principal
<b>Lead Reviewer</b>	Principal
<b>Approver and date of last approval</b>	Principal – 06/02/2024
<b>Key review dates</b>	<b>Changes made</b>
15/07/15	Written
09/12/16	Section on medical evidence added
01/12/19	Coding/attendance target adjusted
11/10/2022	No change
06/02/2024	Contact numbers updated and text added linked with action on persistent late collection

## Safeguarding Statement

Twickenham Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices through their approach to attendance.

## Introduction

We believe that all pupils benefit from regular school attendance and in order to achieve this, we will take appropriate action to ensure that all of our pupils achieve their maximum attendance and that any problems that prevent full attendance are acted on as quickly as possible.

Research has shown that poor attendance impacts negatively on children's attainment. Children have to attend school for 190 days per year, this leaves 175 days (including weekends) free for families to take holidays. A child who is 10 minutes late each day will actually be missing the equivalent of 4 school days a year. A child who misses two weeks every year of primary school will actually be missing the equivalent of one term's precious education.

Education and attendance information can be obtained from the local council.

This policy is linked to our Equality and Child Protection and Safeguarding, Missing and Uncollected Child policies.

## Legislation and Guidance

This policy meets the requirements of the *school attendance guidance* from the Department for Education (DfE), and refers to the DfE's statutory guidance on *school attendance parental responsibility measures*. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education(Pupil Registration)(England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the *school census*, which explains the persistent absence threshold.

## **Aims**

To improve and to maintain overall attendance percentages of pupils attending school.

To make attendance and punctuality a priority for all those associated with the school, including pupils, parents/carers, staff and governors.

To maintain a high profile for attendance and punctuality.

To provide support, advice and guidance on matters of attendance to parents/carers and pupils.

To further develop positive and consistent communication between home and school.

To promote effective partnerships with the Educational Welfare Service (EWS) and with other agencies and services

## **Responsibilities**

- Parents/Guardians are responsible for ensuring that their child attends school and that they follow the attendance policy. All children are expected to be in school and ready to learn by 9:00am.
- The attendance office is responsible for running a 'late log' for those children arriving after 9:00am and being collected after the allocated dismissal time:

Rec - 15.30  
Year 1 - 15.40  
Year 2 - 15.45  
Year 3 - 15.50  
Year 4 - 15.55  
Year 5 - 1600  
Year 6 - 1600

- Parents consistently collecting their children after the allocated dismissal time may be requested to meet with the Principal to discuss the barriers to them collecting their children on time
- The Principal is responsible for ensuring that registration takes place twice daily and that absences are recorded and followed up promptly
- The Principal and / or attendance officer is responsible for following up non-attendance and reporting to the Education Welfare Officer. The Principal is responsible for authorising absence in exceptional circumstances. The Principal must submit half termly attendance data to the Local Authority (Achieving for Children) Performance Team.
- The Director of Education of The Multi-Academy Trust (MAT) is responsible for over-seeing the processes that take place for recording, reporting and following up absence.

### **When your child can miss school**

You can only allow your child to miss school if either:

- they are too ill to go in;
- You have received advance permission from the school.

*There is extra support available if your child is unable to go to school for long periods because of a health problem.*

### **Absence processes**

If your child is to be absent from school you will need to inform the school by contacting the school office first thing in the morning. Preferably by 0800am or as soon as is practicable. The school will contact you otherwise. **The school can be contacted via email at [office@twickenhamprimaryacademy.org](mailto:office@twickenhamprimaryacademy.org) or via telephone on 020 3019 6196**, option 1

The school reports all absences to the EWO.

If a child is absent for 5 days the School has a duty to inform the local safeguarding (SPA) team who will visit parents/guardians and check the situation. Children missing 5 days or more are classed as Children Missing Education (CME).

If we are concerned about the level of attendance we may request medical evidence to support the absence.

Where children have a social worker, their social worker will be informed of any unexplained or unauthorised absence

### **Medical Evidence**

We can accept one or more of the following:

- a doctor's appointment card with child's name and date/time of the appointment;
- a doctor/surgery stamp on a slip with child's name and date/time of appointment;
- a bottle/pack of medication prescribed by the doctor and issued by a chemist with details of the medication, child's name on it and date;
- a hospital letter with child's name on it and date/time of appointment.

### **Holiday Absence during Term Time**

Holidays during term time are not authorised.

The Education Welfare Service (EWS), together with the school, monitors the authorised and unauthorised absence statistics. Our trust does not authorise any holiday absence during term time. The Principle is authorised to grant leave of absence only in wholly exceptional circumstances. All requests for leave of absence must be sent to the Principal via the School Office at least fourteen school days in advance. Parents/carers will receive a timely response from the Principal . Twickenham Primary Academy may issue a Fixed Penalty Notice (FPN) for any periods of unauthorised term-time holiday comprising ten sessions / Five days.

### **Fixed Penalty Notice (FPN) for unauthorised term-time holidays**

The school will consult with the allocated EWO before submitting a referral for FPN requests - EWS FPN guidance

If the school is seeking issue of an FPN for term-time holidays, the request should be emailed to [ews.fpn@achievingforchildren.org.uk](mailto:ews.fpn@achievingforchildren.org.uk)

Each request must be accompanied by a completed FPN checklist - FPN checklist for termtime holidays as well as a registration certificate to cover the offence period, which must be signed and dated by the Principle.

This service must not be used for any other persistent absence matters. These requests must be sent through to the SPA as a persistent absence referral, at which point EWS will determine if it meets threshold and/or whether it is appropriate to issue an FPN.

Each request will be assessed on a case by-case basis for persistent absence.

All schools, before seeking to issue an FPN, must ensure that a consultation with parents/carers has been held and that governors are in agreement with the school in implementing this action.

Whilst it is the EWS that issues these, they cannot determine the issuing of FPNs for holidays. Schools looking to implement FPNs for holidays should ensure that they have reached a decision that is in line with their own process.

If there is no response to this further school intervention and/or where the absence or pattern of absence has persisted, with or without explanation, the school will refer the matter to the EWO, who will make contact with parents/carers family directly

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The school tracks attendance data to check for trends. Particular groups or individuals may be tracked where the school has concerns and it monitors and evaluates the impact of the absence on progress. Interventions may be planned as a result.

### **Family emergency**

There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.

Whilst emergency situations are often difficult, parents are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent by someone nominated by the parent. The request must include a specific leave period including a return date.

Parents taking their children out of school due to a family emergency are encouraged to consider:

- that they have considered the impact and appropriateness for their child;
- whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
- that they have looked at limiting the amount of time absent from school.

### **Monitoring and evaluation**

The Principal will monitor the effectiveness of this policy using absence data. This will be matched against the national attendance target and the school attendance target of 97%.

The data will be discussed with the EWO during half termly monitoring service visits and the Director of Education of the MAT during her half termly visits. Attendance will be an agenda item of the Local Advisory Board.

### **In conclusion**

The school will communicate clearly with parents/carers about the importance of regular, punctual attendance.

**The class with the highest attendance will be celebrated weekly in the school newsletter.**

The school endeavours to provide the best possible education and appreciates the support of parents/carers in ensuring through regular attendance that children have access to this.

At Twickenham Primary academy we are committed to establishing a positive early ethos of responsibility and accountability in our pupils and their families and our Attendance and Punctuality Policy is one way in which we hope to achieve this aim.