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Attendance & punctuality policy

Policy Review frequency: <i>annual</i>	
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At Chandag Junior School we expect every pupil to attend every day the school is open for children. Full and punctual attendance will provide every opportunity for pupils to maximise their potential during their time at our school. Staff, governors, Wellsway multi-academy trust, the local authority, parents, guardians and pupils will work together to ensure that this objective is achieved and sustained.

Attendance overview

- **Chandag Junior School's expectation is that pupils will have 100% attendance, unless prevented from attending school owing to illness or any unavoidable circumstances.**
- The school will be **open** for pupils for **189** days. This leaves **176 non-school days per year**, six of which will be used for staff development. Pupils are not expected to attend on these six INSET days.
- The school's term dates are available on our website (www.chandagjuniorschool.org.uk) and reminders are sent home regularly within the newsletter or by ParentMail, and are available from the school reception area.
- B&NES and other websites may broadcast generic school term dates that do **not** reflect our own school's published dates, and many schools have term times that differ from our own
- Please do not plan for your child to be absent without first gaining prior expressed written authorisation from the Headteacher of Chandag Junior School.
- The Headteacher's decisions regarding attendance and absence are final.

Chandag Junior School's attendance (%) 2011/12-2018/19:

	2012 /13	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	Target 2018 /19
Chandag Junior School	95.7	96.9	96.9	97.1	97.3	96.9	>97.5
B&NES	95.6	96.3	96.5	96.0	96.1	tbc	-
England	95.2	96.1	96.4	96.0	96.0	tbc	-

Attendance and punctuality

Chandag Junior School's **classrooms open for children at 8.40am** to allow children time to settle, organise their belongings and prepare for the official start of the school day at **8.50am**, at which time classroom doors are closed, a notice is placed outside the door stating access must then *only* be made **via the school office for security and safeguarding reasons**.

A child is classed as '**Late** (before registers close)' if they arrive **after 8.50am**. If arrival is **after 9.00am** this late attendance is recorded as an '**Unauthorised absence**' for session one, as registers will have closed. Afternoon registration for session two begins at 1.05pm and registers close at 1.15pm.

School attendance information from B&NES local authority

and via this link: *Penalty Notice Code of Conduct - Reviewed September 2014*

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational/children-missing-educatio-1>

with specific reference to persistent late attendance; paragraph four, bullet point four.

Attendance rates equated to missed learning

The table below compares percentage attendance rates with the equivalent total missed learning per year.

Attendance (%)	Learning missed	Level of concern
100%	No learning missed	No concern. Best chance of success. Excellent attendance!
>95%	Up to 1 week, 4 days learning missed	Attendance monitored to target full attendance
<95%	3 weeks, 4 days learning missed	Poor attendance. Increasing concerns
<= 90%	Absence rates of 90% or below are categorised as ' PERSISTENT '. Cases will be investigated by the school working with CME Officers	CRITICAL ABSENCE LEVELS, exceptionally concerning
< 85%	5 weeks, 3 days learning missed	
< 80%	7 weeks, 3 days. One small term learning missed	
< 75%	9 weeks, one day. One and a half small terms learning missed	

National statistics for school attendance

By the end of secondary school:

- Of the pupils who miss between **10% & 20%** of school, **only 39% achieve** five A* to C GCSEs including English and maths.
- Pupils who miss **less than 5%** of school, **73% achieve** five A* to C GCSEs including English and maths.

Informing school of, or requesting consideration for, a child's absence

- Parents/guardians must phone the school, or visit in person, by 9.15am on the first day of an **unexpected** absence (illness, for example), and daily thereafter to keep the school informed about the child's return to school. Reasons for absence will be recorded and passed on to the class teacher for registration.
- If school hasn't been contacted by 9.15am then the school secretary may text message and will telephone the child's emergency contact numbers to inform parents that their child has not registered for school.

- If a child has been absent for more than five days without a satisfactory reason for that absence, the Headteacher should be informed. If further efforts to establish a reason for the absence prove unsuccessful the Headteacher will consider making a referral to the CMEO.
- In the case of **anticipated** absences for very exceptional circumstances, parents/guardians must complete a term-time absence request form (available from the school office) at least two weeks in advance in order that the Headteacher can make a decision.

Accounting for absent children – parent contact and record keeping

Register attendance or absence

Registering your child is a statutory duty of the school and enables us to record your child's attendance every day the school is open for children. The register is taken by the teacher at 8.50am and any child arriving after 8.50am is recorded as 'late'. The registers are processed by the office staff at 9.00am when we check that every child is present. If a child is absent the Office staff check if the school has received notification of the reason for the child's absence by telephone, e-mail, ParentMail or in person at the School Office.

Parental communication from school

If any child is then still unaccounted for, the Office staff will contact parents / guardians by telephone to ascertain the whereabouts of the child and reason why the child is not in school. We contact the person named first on the Data Collection sheet; this is the form we ask you to update every year. If we do not get an immediate response from the first named contact we phone the second named contact, and then if necessary work our way through the other details you have supplied until we can establish first hand that your child is accounted for and safe.

Report if child unaccounted for

In the event that we are unable to talk in person to any of the supplied contacts, or it appears that the details you have supplied have changed or are incorrect, then after a reasonable length of time during that morning - allowing for repeated attempts to call all contacts at home and work (if supplied) - we may have no alternative but to immediately report this case to B&NES Children Missing Education Service and B&NES Safeguarding Team who may, in turn, consider involving other professional services in order to swiftly confirm the whereabouts and the safety of your child.

We therefore **strongly request** that you keep our school record of **your contact details fully updated** at all times. We recommend that we have a minimum of two named contacts; their mobile phone and home landline phone numbers if available, and work phone numbers if applicable. Additionally, it may be helpful to supply another relative's, friend's, or perhaps childminder's contact details in case you believe there is a likelihood that the primary numbers given to us may not be frequently attended to during a weekday morning.

Please be assured that your child's safety is our prime responsibility, and we are pleased that cases of reporting 'missing' children are extremely rare at Chandag Junior School. Additionally we are pleased that many families routinely keep our Office updated with changes to their circumstances and communication preferences throughout the year.

If you have any queries please do not hesitate to contact enquiries@chandagjuniorschool.org.uk or telephone the office staff and we will be pleased to help.

AUTHORISED absences

Requests for absences made **at least two weeks in advance** may be authorised at the Headteacher's discretion, and the decision is final. 'Exceptional' reasons for term-time absence may be defined as "*rare, significant, unavoidable and short*" ¹ The following list is not exhaustive, and decisions will not be limited to these examples, however, requests for absences *may* be considered exceptional, at the Headteacher's discretion, if evidence supplied shows, for example:

- a) the absence is recommended by a health professional as part of a parent or child's rehabilitation from a significant medical or emotional issue.
- b) bereavement or terminal illness of an 'immediate family' ² member, or other significantly distressful circumstance can be proven.
- c) a parent is part of i) HM Forces service personnel returning from a tour of duty abroad, or ii) a member of the 'essential services' ³ where leave is assigned directly by their authority.
- d) attendance at court, or similar official request affecting the family ², is required
- e) attendance at a wedding (*maximum one occurrence of up to two sessions in any 12 month period*) or a funeral, of an immediate family ² member
- f) a parental commitment ⁴ (excluding holidays or 'unauthorised absences' list below) necessitates the child's attendance, as otherwise this will result in lack of care or absence of supervision for the child.
- g) Religious Observance attendance required
- h) external examinations attendance required
- i) school-approved (expressed written authorisation by the Headteacher or Deputy Headteacher) professional tuition required offsite

¹ Defined by National Association of Headteachers (NAHT)

² Immediate family members defined as: parent; grandparent; adopted, half and step-mother -father -brother -sister; siblings, or any relative of the child who can be proven resides permanently with them.

³ Essential services are deemed to be police officers, fire-fighters, medical and nursing personnel, or forces staff. In each case a letter from the adult's employer will need to be provided, and the school may consider contacting the parent and employer to discuss the future arrangements in order to prevent the possibility of repeated loss of the child's school time if the parent chooses to remove the child from school during their allocated leave dates. **Importantly** however, the employer's decision to grant the adult's leave dates within the child's school term time does **not** give authorisation for a child to miss school, or assume the child will miss any school education as a result of the adult's leave entitlement.

⁴ Evidence of parental commitment (excluding holidays or 'unauthorised absences' list below) will be required.

UNAUTHORISED absences

The following absence requests will NOT be authorised and will be referred to the Children Missing Education Officer (CMEO) within the local authority and the parents will receive a **written warning that legal action ¹ may be taken** if there are any further unauthorised absences.

This list is not exhaustive; decisions will not be limited to these examples; and decisions taken by the school are final and at the Headteacher's discretion:

- × family holidays in term time, including where booked by a relative or friend with or without parental knowledge, perhaps as a 'gift', **will not be authorised**
- × family organised visits or activities, that the family, other relatives, friends or the venue employees consider to be 'educational' **will not be authorised**

- × 'long weekends', or vacations extending before or after school holiday dates, including pre-booked return flights to the UK which impact on the child's ability to attend school at the start of the school's published term dates on the website www.chandagjuniorschool.org.uk **will not be authorised**
- × Requests where parents state they had consulted B&NES website, or any other website or source of school term times that is not Chandag Junior School website (as these sources may show generic term dates that do not apply to many schools within a local authority and are often misleading) **will not be authorised**
- × Absence owing to siblings attending other schools whose term times differ from Chandag Junior School **will not be authorised**
- × attendance at a wedding where *up to* a maximum of one day – authorised or unauthorised – has already been taken within the last 12 months **will not be authorised**
- × birthday celebrations **will not be authorised**
- × caring for siblings **will not be authorised**
- × visits to relatives **will not be authorised**
- × shopping **will not be authorised**

¹ Refer to '**Holidays in term time and unauthorised absence**' section of this policy below

Penalty notice

Where a family allows a child to be absent from school for more than 10 sessions within the academic year (*a 'session' is a morning or an afternoon, so a full school day is two sessions*) and following the school's issue of a written warning once ten sessions of unauthorised absence are reached, and without the expressed written authorisation of the Headteacher (or Deputy Headteacher in the Headteacher's absence), the B&NES local authority will be asked to issue a **penalty notice** to each parent with responsibility for the children. A penalty notice will also be requested when children are **repeatedly late** for school after the registers have closed – see 'Attendance and punctuality' above. Fines are payable to the local authority, not the school. B&NES local authority [penalty notice](#) information can be obtained here:

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational/children-missing-educatio-1>

via this link, B&NES document: Penalty Notice Code of Conduct - Reviewed September 2014

Post-authorisation meeting with family and children

If a child's absence is authorised and the time away from school is considered by the school to be significant, a meeting with the parents, the child, the child's teacher and/or the Headteacher will take place in order for the school to submit specific learning activities to the family so the child can spend additional time at home completing the home learning tasks (before and/or after the absence) in order to allow the child to catch up with their missed education, and to prevent the child from falling behind their potential and their peers.

The year group teachers will supply work to the family and the family will ensure the work is completed within a reasonable time and to the teachers' satisfaction. In the highly unlikely event that the learning material is not completed to the school's satisfaction, the Headteacher will ask the class teachers to modify the child's daily timetable in the short-term to give the child an opportunity to complete the tasks and catch up with missed learning, in order that the child does not fall behind.

Attendance - What does the law say?

Parents

The Law says that parents of children aged between 5-16 who are on a school roll must make sure that their child goes to school every day the school is open for children¹. This means that children are in school when they should be and that they arrive at school in time for both morning and afternoon sessions.

If a child who is registered at a school fails to attend punctually every day the school is open for children (www.chandagiunionschool.org.uk) and there are no legitimate reasons, then parents are guilty of an offence under section 444 of the Education Act 1996. If convicted, parents will be liable to a fine of up to £2500/and or a prison sentence of up to 3 months. Magistrates may also impose a Parenting Order.

Schools

Schools are responsible for the keeping and marking of attendance registers. Schools will want to know why pupils are absent and Headteachers must decide whether the absence is for an authorised or unauthorised reason.

Schools must report poor attendance to the Children Missing Education Service (CMES), who will then work with those involved to assess the reasons for poor attendance and help find a solution to the difficulties. Academies make their own attendance and absence arrangements.

The Local Authority (LA)

The LA is responsible for making sure that parents fulfil their responsibilities. In Bath & North East Somerset (B&NES), the CMES fulfils this role and will consider legal action where other strategies to improve attendance have failed.

In addition to prosecuting parents, the Children Missing Education Service (CMES) may apply to the Family Proceedings Court for an Education Supervision Order (ESO). An ESO makes the LA responsible for certain aspects of the child's education.

Holidays in term time and unauthorised absence

B&NES holidays in term time information

Where children have unauthorised absences as a result of a family holiday in term time, legal action may be taken against *each* parent under the following legislation:

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her child, being of compulsory school age, fails to attend regularly the school at which he or she is a registered pupil. Section 444A allows for a penalty notice to be issued to parents who commit such an offence.

With effect from 1 September 2013 the penalty is £60 if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay may result in prosecution where on conviction you would be liable to a fine of up to £1000.

Duties and Responsibilities

Governors:

- To review and update this Attendance Policy each year
- To monitor attendance figures annually and set attendance targets

Headteacher:

- To have overall responsibility for whole school attendance
- To oversee the registration process ensuring that all children who do not register for school are accounted for
- To monitor registers and computer register for accuracy of marking in accordance with LA guidelines
- To provide opportunities for class teachers to register their concerns about attendance
- To discuss attendance concerns with specific parents/guardians
- To address attendance issues and give information to parents/ guardians via the newsletter
- To ensure the school census is completed every January and information returned to the DfE. To report current figures to the Governing Body
- To liaise with the school's Children Missing Education Service / Officer (CMES/O)
- When appropriate, to sanction requests for pupil term time absence.

School Office Administrator:

- To distribute all registers ready for registration at 8.50am and 1.05pm
- To enter registration details daily onto the MIS register system
- To inform teachers of any parent letters or phone calls giving reasons for child's absence
- To record any late pupils in the school's MIS, the class register and dinner register
- To record the names of pupils who are collected by parents to attend appointments away from school
- To telephone the child's emergency contact numbers if school hasn't been notified of an absence by 9.05am, to report that the child has not been registered at school
- To enter details onto the school dinner register
- To issue and process 'request for term-time absence' forms, with Headteacher's signature
- To keep an up-to-date record of authorised and unauthorised attendance, and issue letters concerning attendance issues as required
- To inform the Headteacher of any concerns about attendance
- To collate the attendance figures for the school and enter information on the Annual Schools Census every January

Class Teachers:

- To be responsible for keeping accurate attendance records by calling a register at the start of morning and afternoon school, and returning the registers to the school office
- To inform the school secretary of any absences that are unaccounted for by 9.05am and 1.15pm
- To inform the Headteacher of any on-going concerns
- To keep an accurate record of any contact with parents/carers
- To mark in Unauthorised absence and Late mark totals on the child's annual report.
- To complete the dinner registers each day and return them to the office

Parents, guardians and carers:

- To be familiar with Chandag Junior School's term dates (available on the **school website** (www.chandagjuniorschool.org.uk), included in newsletters and sent to parents by

ParentMail or hardcopy, and on request from the school office) and to recognise **B&NES / other published dates do not reflect Chandag Junior School's published term dates**

- To be responsible for ensuring that their child attends school punctually every day the school is open for children, ensuring arrival at school between **8.40am and 8.50am** (Chandag Junior School classes open at 8.40am and children are classed as **late if they arrive after 8.50am** – refer to 'late attendance' section below)
- To provide a written explanation for all absences
- To complete a 'request for term-time absence' form **at least two weeks in advance** to request consideration for additional time out of school in exceptional circumstances defined above
- To contact the school by **9.05am** on the first day of absence, and daily thereafter to keep the school informed of the child's return
- To ensure that, wherever possible, essential appointments are scheduled to take place out of school time.
- To collect children promptly at the end of the school day **at 3.15pm**, and **no later than 3.25pm** without prior arrangement with the school
- Collection from clubs must be by the advertised finishing time (may range from 4.00pm to 4.15pm) but **no later than 4.20pm** unless by prior arrangement with the club supervisor. NB: The school office closes and is no longer staffed from 4.30pm (4.00pm on Friday) and doors will be closed for security purposes.

The Child:

- To attend school punctually every day the school is open for children **arriving at school between 8.40am and 8.50am.**
- To report to the school office staff if they are late so this can be registered in the school's MIS system, class register and dinner register.

CMEO:

- To liaise with the Headteacher regarding concerns over student absences
- To monitor the electronic register as part of the school's MIS
- To work with the Headteacher on whole school attendance issues

Please contact Chandag Junior School, Chandag Road, Keynsham, Bristol, BS31 1PQ (Telephone: 0117 986 3614) www.chandagjuniorschool.org.uk if you have any further questions regarding the school's policy.

[End of Policy for Attendance & Absence]