

ATTENDANCE POLICY

RATIONALE

At Hayfield Lane Primary School we believe that good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life. We want the whole school community - governors, staff, parents and pupils to be committed to high standards of attendance and punctuality. We know that good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

AIMS

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils and parents can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified. The school aims to:

- Encourage and assist all pupils to achieve excellent levels of attendance and punctuality.
- Encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them.
- Reduce Persistent Absence in order that all pupils are assisted in reaching their full potential.
- Create a culture in which good attendance is "normality"
- Be consistent in implementation, both in terms of rewards and sanctions.
- Work in partnership with families and the Local Authority in order to improve and maintain good attendance.

EXPECTATIONS

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to know and understand the expectations which the policy makes of them.

Expectations for the school

- School will provide a safe learning environment.

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- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- School will encourage good attendance and will investigate all unexplained and unjustified absence and poor punctuality.
- All school staff will set a good example in matters of attendance and punctuality.
- School will follow up all instances of poor attendance and punctuality.
- School will keep parents informed of their child's attendance/punctuality record.
- School will work in partnership with the Local Authority, when appropriate, in order to improve attendance. This may result in the issuing of an EDUCATION PENALTY NOTICE (EPNs) to parents and carers.

Expectations for parents

- Parents are legally responsible for ensuring their child's regular and punctual attendance.
- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents will inform school on the first day of absence, of the reason for their child's absence from school.
- Parents **should not** arrange family holidays during term time.
- Parents will ensure that school are informed of any changes of contact details.
- Parents will ensure that routine medical and dental appointments are made outside of school working hours.

Expectations for pupils

- All pupils are expected to attend school regularly and punctually.
- Pupils are expected to be ready to learn.
- Pupils will not leave the school without permission.

Clear procedures in place within school back up all the above expectations. The procedures relating to all aspects of attendance are to be found at appendix A to this policy.

MONITORING AND REPORTING ATTENDANCE

- Attendance will be monitored on a daily basis by the office staff. The parent or carer of any child absent without a known reason will be called as soon after 9.00am as is possible but before 9:30. This will be recorded as per school procedures. The register will then be updated accordingly.
- Office staff will record the receipt of absence letters and will follow up absences without any letter from home as per our procedures.
- The head teacher will inform parents on a termly basis of each child's attendance record if their child's attendance falls below 96%. Parents are informed about termly attendance figures at Parents Evenings, newsletters and posted, individual letters to those not reaching the national figure of 96%.
- The head teacher will monitor lateness. Parents whose children are regularly late for school will be contacted by the head teacher and a discussion held as to how punctuality may be improved.
- The Head teacher will monitor lateness of collection at the end of the school day. Regular late collection may result in the withdrawal of afterschool clubs, wrap around care etc and could result in a referral to Social Services.

REGISTRATION

- The school bell is rung in the playground at 8.55am.
- The children should be in classrooms by 9.00am to start early morning activities.
- The gates are locked at 9.05am and children arriving after this time should report to the school office.
- Registers are taken by the class teacher and marked in accordance with DfE guidance.
- Registers are kept open in classrooms until 9.10am and teachers will enter children into the register up to that time.
- Children arriving after 9.05am should be signed in the late book and the late to school procedures followed. Registers will close at 9.15a.m. and children arriving after that time will receive a late mark. Continued lateness leading to poor attendance may result in the issuing of an EPN should the situation not improve.

HOW ALL LATENESS WILL BE MONITORED

The member of the office staff signing a child in late will make amendments to the register so that in the case of a fire the child is known to be present. In exceptional circumstances the school will authorise a late arrival after the registers have closed e.g. bad weather, road closure. The child will be marked present and no late mark recorded.

LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

There may be times where a child has to leave school e.g for a medical appointment-although we ask parents to avoid making routine medical appointments during the school day. If this is unavoidable, the child is expected to return to school as soon as possible and must be collected from school by a parent/carer; no child will ever be permitted to leave the site unaccompanied.

The parent/carer must sign the child out using the 'signing out system and collect a sticker for the child to wear, confirming that they have been in school.

The parent/carer should sign the child back into school on their return.

CHILDREN MISSING IN EDUCATION

If school are not informed about absence by parents or carers then the absence is treated as a CHILD MISSING IN EDUCATION. This is part of school's safeguarding procedures .A child going missing from education is a potential indicator of abuse or neglect. School and college staff members must follow the Doncaster safeguarding Children Board and LA procedures for children missing education and notify the APSW team in accordance with LA procedures. The school will have a number of contacts that are checked on a regular basis (several contacts are advised). Children who are absent, abscond or go missing during the school

day are vulnerable and at potential risk of abuse or neglect. School staff members follow the school's procedures for dealing with children who are absent/go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future. For further information see the school's Safeguarding Policy.

TERM TIME HOLIDAY/LEAVE OF ABSENCE

Government guidance states that Head teachers should not grant a leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case 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. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

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

The school reserves the right to use Education Penalty Notices where a child's progress and attainment is affected by poor and irregular attendance OR in the event of term time leave of absence which do not meet the specified criteria above. In such instances the necessary information will be passed on to the Local Authority for further action.

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Additional information about Education Penalty Notices can be found on the DFE website, www.education.gov.uk.

REWARDS FOR GOOD ATTENDANCE

At Hayfield Lane Primary School we recognise the importance of praising and rewarding good attendance. We do therefore have a clear process of rewards:

- All children achieving 100% attendance in a whole term will receive an attendance award.
- All children achieving 100% attendance for the whole of the school year will receive a certificate and a book token.
- The class with the best attendance for the week but over 97% will be announced in assembly and win the Attendance Trophy.
- Attendance successes will be reported in the school's newsletters for both individuals and classes.
- Children whose attendance improves over a half term will also be rewarded with an Improved Attendance Certificate.

LATE COLLECTION OF CHILDREN

School finishes at 3:30 pm and we expect that arrangements are in place for children to be collected on time or that arrangements have been made for children to walk home or enter wrap-around care provision (written consent of parents). As a school we appreciate that sometimes unforeseen circumstances can affect parents' ability to collect on time. If a child has not been collected on time, once the class has been dismissed, the adult in charge will take the child to the main office and telephone parents.

If parents know that they are going to be late to collect, they must telephone the school as soon as possible to make school aware of the issue.

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If parents are regularly late to collect or late beyond 3:40, without phoning, their child/children will be placed in BUSY BEES WRAP AROUND CARE and parents will be charged £5 per child for this supervision. Busy Bees is not to be used as an ad-hock childcare arrangement. If this service is used in this way for more than 3 occasions, Education Welfare or Social Services will be made aware of the child's/children's lack of collection at the end of the school day.

APPENDIX A

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ABSENCE PROCEDURES

- If you mark a child as absent please fill in the absence form kept in the register.
- If a child is absent and we do not know why, a phone call will be made home as soon after 9.00 a.m.as is possible. We will not accept a message from a sibling, it must come from an adult.
- The head teacher will monitor absence on a half termly basis. Any child who has an absence of less than 96% for the half term will be notified in writing. The head teacher will inform parents on a termly basis of each child's attendance and punctuality record.

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LATE PROCEDURES

- If a child arrives after 9.05a.m.the gates are locked and the child must report to the office.
- They should be with an adult and the adult must sign them in.
- If they are not with an adult a member of the office staff will sign them in and then contact the parent by phone immediately to discuss lateness.
- **CHILDREN MUST BE SIGNED IN SO THAT WE KNOW THEY ARE IN SCHOOL.**
- If a child in EYFS of KS1 is late, a member of the office staff will take the child to class and inform the class teacher.
- If a child in Key Stage 2 is late they will be signed in as late at the office so that the school knows the child is registered. Lateness will be monitored. Where there are concerns the Head will send letters home. Continued lateness could result in the issuing of an Education Penalty Notice.

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COVID 19 ATTENDANCE ADDENDUM

Covid 19 has resulted in some alterations to the attendance policy. This addendum serves to clarify these.

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

The following arrangements have been made to ensure that large amounts of adults are not coming into contact with each other-phased start and finish times:

All children and parents will follow our **ONE-WAY SYSTEM** around school to drop off and collect. Please see the information below:

START AND FINISH TIMES			
	8:40 am start 3:10 pm finish	8:50 am start 3:20 pm finish	9:00 am start 3:30 pm finish
All Entry via Early Years gate	Nursery children Year 4 and Year 6	Reception children Year 3 and Year 5	Year 1 and Year 2

Parents with more than one child will be able to drop their children off at school at the time that the child with the **earliest start time** is due to arrive at school. They will have to follow the one-way system dropping their children off at their classrooms on route. End of day collection will follow the same system, however parents will collect their children (using the one-way system), ensuring that children are collected at the **latest finish time**. For instance, if 2 siblings finish at 3:10 and 3:30, both children will be collected at 3:30. The parent will need to ensure that they collect the 3:10 child

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just before 3:30 so that they can be on time for the final collection. Pupils fitting this category will be held by class teachers until 3:30 so that they remain in their class bubble. **Parents must not be late for collecting/dropping off pupils as this will result in the mixing of bubbles and should there then be a confirmed case, large amounts of bubbles would then need to be shut down for a week.** Because of this, parents must also recognise that **there will no opportunity to discuss any matters with staff before school.** They will need to phone the office or email office@hayfieldlane.co.uk to make an appointment/give the information to the class teacher.

New for 2020 to 2021 - not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure that Hayfield Lane Primary School records this accurately and consistently, the government have made changes to the regulations² governing school attendance registers to add a new category of non-attendance - 'not attending in circumstances related to coronavirus (COVID-19)'.

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Attendance codes

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From the beginning of the new academic year, Hayfield Lane Primary pupils will return to school using the attendance and absence codes in use before the outbreak, in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X⁴
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I - illness, as would usually be the case. Code X will only be used up until the time of the negative test result. School should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate for 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the pupil tests positive they will be recorded as code I (illness) until they are able to return to school.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.

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If the household member tests positive, the pupil should continue self-isolating for the full 10 days from when the member of their household first had symptoms. Code X should be used during this period.

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. 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.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [NHS test and trace](#) guidance.

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 10 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 10 days since they were last in close contact with the person that has tested positive when they were infectious. Code X will be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

View guidance on [how to self-isolate when you travel to the UK](#).

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine⁵. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

Pupils who are clinically extremely vulnerable in local lockdown scenario only

View [guidance on shielding and protecting extremely vulnerable persons from Covid-19](#).

If rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government/medical professionals and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-

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attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools would contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), schools will immediately offer access to remote education. School will keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.