

## Attendance Policy

### Priory Primary School

Policy reviewed and adopted	Summer 1 Term 2021
Version:	V1
Date of next review:	Spring 2 Term 2022
Responsible Committee:	Local Governing Body
Monitoring:	Trust Board

# Contents

<b>Introduction</b>	<b>2</b>
<b>1 Aims</b>	<b>2</b>
<b>2 Whole School Policies and Systems</b>	<b>2</b>
<b>3 Roles and Responsibilities</b>	<b>2</b>
3.1 Class Teacher	2
3.2 Head of School /Assistant Head Teacher	2
3.3 Admin Team/Attendance Officer	3
<b>4 Procedures for Dealing with Absences/Lateness</b>	<b>3</b>
<b>5 Rewards and Incentives</b>	<b>3</b>
<b>6 Reviewing the Policy</b>	<b>4</b>
<b>7 Public Sector Equality Duty</b>	<b>4</b>
<b>8 Person Responsible</b>	<b>5</b>

## Introduction

Our vision, underpinned by co-operative values<sup>1</sup>, is threefold; to work in partnership with the community we serve to combat social exclusion and deprivation, to build a sustainable and vibrant community and local economy, and to provide learners with a global perspective helping them to become responsible and articulate citizens in a global economy. We will achieve this by delivering the highest possible standards of education, and for this we rely on the performance of all our employees. With this in mind the Trust is committed to providing staff with development opportunities and support.

The success of Thrive Cooperative Learning Trust is due to our employees performing at a consistently high level, through a shared passion for teaching and learning, high aspirations for student learning, with each individual continually developing and growing professionally.

Prior to final approval by the LGB, this policy has been the subject of review and suggested amendments have been taken into consideration and changes made where they can be agreed.

## 1 Aims

The school aims to ensure that:

- we raise awareness amongst pupils, parents, staff and governors of the importance of good attendance and punctuality;
- we raise and maintain levels of attendance in school amongst pupils;
- we reduce, to minimal levels, the number of unauthorised absences; including late arrivals after registration has closed;
- we address and reduce the number of pupils with persistent absences.

## 2 Whole School Policies and Systems

We use the computerised registration system, which ensures we are vigilant with our marking procedures and ensures absences are accounted for. In addition we follow local authority guidelines for absence procedures.

## 3 Roles and Responsibilities

### 3.1 Class Teacher

All teachers are responsible for ensuring:

- the register is marked/entered correctly and reasons for absence noted where possible;
- patterns of absence/lateness are noted and brought to the attention of/discussed with the Attendance Officer/Assistant Head/Head of School;
- pupils in their class are encouraged to maintain good levels of attendance and punctuality at all times. This may involve bespoke rewards and incentives in addition to the whole school incentives systems.

### 3.2 Head of School /Assistant Head Teacher

Is responsible for:

- overseeing and monitoring overall whole school attendance and punctuality;
- having an overview of children with poor attendance/punctuality (especially persistent absences) and discussing any problems with the class teacher and Attendance Officer;
- having access to SIMS to collect information on whole school, class or individual attendances;
- meeting regularly with the School Attendance Officer to discuss poor attenders;
- developing home school links and meeting with parents if there is a concern over a child's attendance;

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<sup>1</sup> self-help, self-responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others

- reporting levels of attendance to Governors and the Thrive Cooperative Learning Trust

### 3.3 Admin Team/Attendance Officer

Are responsible for:

- text/phoning the homes of pupils on the first day of absence where not otherwise informed;
- taking appropriate action if contact cannot be made on the first day of absence which could include a home visit;
- liaising with the Head of School/Assistant Head (weekly) to discuss pupils whose attendance/punctuality is causing concern;
- producing/collating information on whole school, class or individual attendance as requested;
- attending meetings with parents, in conjunction with the Head of School/Assistant Head, when necessary.

### 4 Procedures for Dealing with Absences/Lateness

We have advice on our website which briefly outlines our procedures regarding attendance and punctuality and highlights our demand for high levels of attendance and punctuality. It also emphasises the responsibilities of parents to ensure their children attend school and are punctual, as well as explaining the difference between an authorised and an unauthorised absence (see appendix). A copy of this leaflet has been sent out to all parents/carers and is given to all new parents.

- parents should inform the school on first day of absence and give an expected date of return;
- in the event that school is not informed, then it is up to the parent to inform school of the reason for absence of the first day of return to school (this will also be followed up by a first day absence phone call);
- if no reasonable explanation for absence is provided or the reason cannot be substantiated (i.e. via a doctor's note or prescription or appointment card etc.) this will be recorded as an unauthorised absence;
- where parents wish to take their child(ren) out of school for a holiday, this request must be made in writing to the Head of School; all holidays are unauthorised and fines issued when the holiday is more than 10 sessions unless there are exceptional circumstances;
- children who are late, arriving at school more than 10 minutes after their start time, will be marked as late on the register
- persistent poor attendees will be followed up in school by the Attendance Officer/Head of School/Assistant Head Teacher (see appendices)
- medical absences (including dental or hospital appointments) will be authorised on receipt of an appointment card or letter from the surgery etc. However, parents are advised that their child should only stay out of school for the time of the appointment and be in school either side of the appointment time;
- long-term absence, due to ill-health, will normally be accompanied by a medical certificate and may need to be reviewed in terms of provision for continuing the child's education off-site;
- all authorised/unauthorised absences remain at the discretion of the Head of School;
- when attendance falls below 90% a letter is sent to parents with the attendance record (See appendix 1); if attendance does improve but is not above 90% parents are called to a meeting (See appendix 1a); if there is no improvement in attendance from the initial letter (appendix 1) parents are invited to a meeting (see appendix 2); Targets are set for the pupil at the attendance meeting (appendix 3) and a letter is sent with a copy of the agreed plan and a review date (appendix 4); If meeting is not attended a follow up letter is sent to parents with targets set and review date planned (appendix 5); Further letter is sent if no response (appendix 5a); Review meeting record (appendix 6); Education Welfare service referral (appendix 7) made when children trigger this procedure
  - absences of 10 days (twenty sessions) within a term; a fixed penalty of £60 could be imposed; Parents will then have 28 days to pay this, if this is not paid within the 28 days a further £60 is added making the total penalty due £120; If this is not then paid within the next 28 days the parents will be taken to court;
- the school will fine parents for pupils taking holidays during term time. There will be a £60 fine per adult per child. This means that if both mum and dad take their child on holiday, the mother will be fined £60 and the father will be fined an additional £60, making £120 per child.

## 5 Rewards and Incentives

As good attendance is regarded as a priority at Priory Primary, it is given a high profile. This is achieved in a number of ways:

- there are weekly attendance and punctuality class certificates awarded on a Friday;
- each half term, we have a prize draw for pupils who have had 100% for the half term. The rewards include 'love-to-shop' vouchers;
- each term the children with 100% attendance will receive a certificate from the Head of School;
- each term we have a prize hamper draw for parents of pupils who have had 97% or better attendance for the term;
- at the end of each academic year children with 100% attendance for that period will receive a certificate and a gift voucher;

## 6 Reviewing the Policy

The policy on attendance and punctuality will be reviewed regularly and amended when necessary.

## 7 Public Sector Equality Duty

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in the light of these requirements to ensure that Priory Primary School adheres to these statutory regulations.

## 8 Person Responsible

Updated Summer 2021

Alyson Thompson

To be reviewed Spring 2022



## Appendix 1

Dear Parent/Carer

Re:

# School is committed to improving achievement through attendance and monitors the attendance of all of its pupils. Any pupil whose attendance falls below 90% will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

I enclose a copy of (child's name) school attendance record. You will see that the attendance is now # %, which I am sure you will agree, is a cause for concern.

Please contact me on the above number during the next 7 school days to discuss any problems affecting (child's name) attendance.

I will continue to monitor (child's name) school attendance and, with your co-operation, I anticipate an improvement.

Yours sincerely

Executive Head Teacher : Mrs K Roe  
Head of School: Mrs J Mitchell  
Priory Primary School, Priory Road, Hull,  
East Yorkshire, HU5 5RU

Phone : 01482 509631  
Email : [admin@priory.hull.sch.uk](mailto:admin@priory.hull.sch.uk)  
Twitter: @priory\_primary  
Website: [www.prioryprimaryschool.org.uk](http://www.prioryprimaryschool.org.uk)



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for Enterprise  
Education





Date

## Appendix 1a

Dear Parent/Carer

**Re: Child's Name**

Priory Primary School is committed to improving achievement through attendance and monitors the attendance of all of its pupils. Any pupil whose attendance falls below 90% will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

I enclose a copy of #name's# school attendance record. As you will see, despite improvement, their attendance is not yet at expected levels. I would like to invite you to a meeting at school on **Date** at **Time** to discuss with you how we can work together to continue to improve your child's attendance which will, in turn, have an impact on their attainment.

It is important that you attend this meeting, however if this date and time is not convenient, please contact me on the above number to rearrange.

Yours sincerely

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Twitter: @priory\_primary  
Website: [www.prioryprimaryschool.org.uk](http://www.prioryprimaryschool.org.uk)



National  
Standard  
for Enterprise  
Education

Healthy Schools  
KINGSTON UPON HULL



GOLD  
Award





## Appendix 2

Dear Parent/Carer

**RE: Child's Name**

I wrote to you on XXXX expressing my concern about your son/daughter's level of attendance.

Due to the lack of significant improvement in (child's name) attendance, I would like to invite you to a meeting at # School on # at # , to discuss how working together could enable your son/daughter's attendance to improve which in turn would have an impact on his/her attainment.

It is important that you attend this meeting, however if this date and time is not convenient, please contact me on the above number to rearrange.

Yours sincerely

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**Appendix 3**

**SCHOOL ATTENDANCE MEETING**

<b>Action Plan</b>
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<b>Pupil:</b>	<b>DOB:</b>
<b>School:</b>	<b>Date:</b>
<b>Present:</b>	

<b>Summary of discussion and agreements:</b>
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<b>Agreed Attendance targets</b>			
	<b>Week commencing</b>	<b>Target %</b>	<b>Actual %</b>
<b>Week 1</b>			
<b>Week 2</b>			
<b>Progress reviewed with pupil at week 2</b>			
<b>Week 3</b>			
<b>Week 4</b>			

<b>Agreed by:</b>	<b>Review date:</b>
<b>Parent:</b>	<b>Pupil:</b>
<b>School:</b>	



## Appendix 4

Dear Parent Carer

### **School Attendance Enforcement Procedure**

Re: Child's Name

I am writing in regards to the meeting held at # School on # to discuss (child's name) poor school attendance. Attendance targets were set for the following four weeks, with additional targets and support. A copy of this action plan is enclosed for your information.

The attendance target is #% attendance for the next 4 weeks and will be reviewed on #

At the review if (child's name) has met the targets set, these will be reviewed and extended and you will be informed of the new target. However if (child's name) has not met the targets this case will be referred to the Education Welfare Service.

I must remind you that you have a legal responsibility, as a parent, to ensure your son/daughter attends school regularly. Please make every effort to ensure that (child's name) does so in the future otherwise the case will be referred to the Education Welfare Service and any further unexplained absence from school may lead to the matter being placed before the Magistrates' Court under Section 444(1)A of the Education Act (1996).

Yours sincerely

Enc

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## Appendix 5

Dear

### School Attendance Enforcement Procedure

Re:

I am writing in regards my letter dated #      requesting you to attend a meeting held at #  
School on #      to discuss your son/daughter (child's name) poor school  
attendance. As you did not attend, or respond to the letter issued, an attendance target for  
(child's name) was set in your absence.

This target is #% attendance for the next 4 weeks and will be reviewed on # .

I must remind you that you have a legal responsibility, as a parent, to ensure your  
son/daughter attends school regularly. Please make every effort to ensure that (child's  
name) does so in the future otherwise we will refer this to the Education Welfare Service  
and any further unexplained absence from school may lead to the matter being placed before  
the Magistrates' Court under Section 444(1)A of the Education Act (1996).

Yours sincerely

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YHCLT  
YORKSHIRE HEALTH FOUNDATION TRUST

OFSTED  
GOLD  
RATED





Date

Appendix 5a

Dear Parent/Carer

### School Attendance Enforcement Procedure

Re:

I am writing in regards to my letter dated # requesting you to attend a meeting held at Priory Primary School on # to discuss # (child's name) poor school attendance. As you did not attend, or respond to the letter issued, and the attendance of your child has not significantly improved, we would like you to attend a meeting at school on # . If you do not attend this meeting an attendance target for # (child's name) will be set in your absence.

I must remind you that you have a legal responsibility, as a parent, to ensure your child attends school regularly. Please make every effort to ensure that # (child's name) does so in the future otherwise we will refer this to the Education Welfare Service and any further unexplained absence from school may lead to the matter being placed before the Magistrates' Court under Section 444(1)A of the Education Act (1996).

Yours sincerely

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**Appendix 6**

**SCHOOL ATTENDANCE REVIEW MEETING**

<b>Action Plan</b>
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<b>Pupil:</b>	<b>DOB:</b>
<b>School:</b>	<b>Date:</b>
<b>Present:</b>	

<b>Summary of discussion and action:</b>
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<b>Action</b>
<b>If targets met, extend for a further period:</b>
<b>If targets not met, consider referral to SEWO:</b>

<b>Agreed Attendance Targets</b>			
	<b>Week commencing</b>	<b>Target %</b>	<b>Actual %</b>
<b>Week 5</b>			
<b>Week 6</b>			
<b>Progress reviewed with pupil at week 2</b>			
<b>Week 7</b>			
<b>Week 8</b>			

<b>Agreed by:</b>	<b>Review date:</b>
<b>Parent:</b>	<b>Pupil:</b>
<b>School:</b>	



SCHOOL

TEL

FAX

Education Welfare Service

2nd Floor  
Treasury Building  
Guildhall Road  
Kingston upon Hull  
HU1 2AB

Tel: 613244

Fax: 613235

**PUPILS DETAILS**

SURNAME FORENAME

ALSO KNOWN AS/PREVIOUS NAMES \_\_\_\_\_

DATE OF BIRTH CLASS/TUTOR GROUP

PARENT/CARER 1 PARENT/CARER 2

ADDRESS 1 ADDRESS 2

Post code \_\_\_\_\_ Post code  
\_\_\_\_\_

TEL: (H) TEL: (H)

**NAME OF PERSON COMPLETING REFERRAL AND CONTACT DETAILS**

### Current Family & Home Situation

(e.g. family structure, who the child lives with, household members, siblings, significant other family members/adults etc . .)

Surname/previous names & contact details if not living with the child/young person	Forename/s	Date of Birth	Relationship to child/young person	Do they have parental responsibility?	Employment/ school/ nursery

4. **ANY OTHER FAMILY ISSUES RELEVANT TO REFERRAL** i.e. any health issues affecting family/households members

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5. **OTHER AGENCIES INVOLVED** (Please state involvement, contact name and telephone number)

Social Services LAC

School Health/Nurse Housing

SEN CAF

TOP 700 Admissions

Police/ Probation Service/ YOT Other (Please detail)

ASBO Team

Referrer

Date of Referral \_\_\_\_\_

**PLEASE ATTACH AN ATTENDANCE PRINTOUT WITH THIS FORM AND ALL DOCUMENTATION IN RESPECT OF SCHOOL ATTENDANCE ENFORCEMENT PROCEDURE**

education/welfare/typing/ref1