Stradbroke Primary Attendance Policy

Supporting the achievement of all children

Written By	**Written Date**	**Review Date**	**Approved by**
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2025-26

Attendance Policy

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Good attendance and punctuality are vital if pupils are to achieve their maximum potential. At Stradbroke School we believe that children can only learn effectively if they attend school regularly and on time, and we are committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them. Stradbroke is

a happy school. Children learn best when they are happy and relaxed. All of our staff show concern and care about each child's welfare.

1.1 Aims of the policy

To provide a formal framework to promote good attendance and punctuality

Clear procedures that encourage pupils to achieve their maximum potential by maintaining good attendance and punctuality

Ensuring that parents/carers and pupils are informed about the procedures relating to attendance and are encouraged to take an active role in promoting good attendance and punctuality

Ensuring that all staff and governors understand the procedures

The commitment to the allocation of resources to support the policy

Addressing attendance and inclusion issues in the curriculum

Recognising and rewarding pupils for good attendance and punctuality

To provide a framework for appropriate referrals to Attendance & Inclusion, FIS or other agencies

To set an appropriate school attendance target that all our children should aim to meet

1.2 The law - The 1996 Education Act requires that:

All pupils of compulsory school age receive a suitable full time education by regular attendance at school or otherwise

The Local Authority must provide school places to parents who wish their children to be educated at school

The school must complete attendance registers at the beginning of the morning session and during the afternoon session

The school must report to the Local Authority any pupil who fails to attend regularly or are absent for more than ten days without explanation

The Local Authority ensures that parents/carers fulfil their legal responsibilities in respect of the education of their children

Failure by parents/carers to ensure the regular attendance at school of a registered pupil is an offence punishable by law through the Magistrates Courts. Sanctions available to Magistrates include substantial fines, parenting and community service orders and custodial sentences

1.3 Attendance targets

The school's attendance target is 94.1%

The school's target for Persistent Absentees is 12%

2 School Organisation

2.1 The school day

Reception, Year 1, Year 3 and Year 5 classes can arrive on the playgrounds for 08:40. Their class teacher or teaching assistant will collect from the playground and take them to class. Registration is at 08:50.

Year 2, Year 4, and Year 6 can arrive on the playground for 08:50. Their class teacher or teaching assistant will collect from the playground and take to class. Registration is at 09:00

The afternoon session begins at 13:00

3 Partnership

3.1 Partnership with parents/carers

It is vital that parents/carers are involved in the promotion of good attendance and punctuality. Stradbroke Primary School will provide regular attendance information in the form of a fortnightly newsletter to parents/carers and will support them to maintain their child's good attendance. Parents/carers are encouraged to discuss any problems preventing regular attendance and to share in the success of their child at parents' evenings.

3.2 Partnership with other schools/Stakeholders in the Trust

Stradbroke Primary School works closely with the other schools within the Trust and with other local agencies, including the City's Family Intervention Service (FIS) and the Attendance and Inclusion Team, to ensure that children and families have access to appropriate support where necessary, and to ensure consistency in maintaining high expectations of pupils' attendance.

The school works closely with parents/carers in respect of the transition both to Stradbroke School, and from Stradbroke to The Outwood Academy City and other local secondary schools

3.3 What the school expects of pupils:

They:

Attend regularly, arrive on time and are ready to learn

Are prepared for the day with appropriate equipment (e.g. P.E. kit)

Tell a member of staff if there is any problem that may prevent them from attending school

3.4 What the school expects of parents/carers:

They:

Fulfil their legal responsibility under the Education Act 1996 and ensure that their child attends school regularly, on time, and prepared for the day

Contact school before 8.45am on the first day that their child is absent for any reason and keep lines of communication open with school throughout the duration of a period of absence.

Arrange medical and dental appointments out of school times wherever possible, and provide evidence of said appointment if this is during school hours.

Arrange holidays out of school time. Further guidance is offered in the Exceptional Circumstances for Absence Policy.

Make contact with school to discuss any issues that may prevent their child from attending school

Avoid keeping children off school for trivial reasons (For example, minor coughs and colds, head lice or birthdays.) A helpful reference point can be found on the NHS website https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Work in partnership with the school to ensure good attendance and punctuality

3.5 What parents/carers and pupils can expect from the School:

A broad, balanced education that is dependent on regular attendance at school

The promotion of good attendance and punctuality

Efficient and accurate recording and monitoring of attendance

First day contact with parents/carers when absence is unexplained

The pursuing of any concerns about absence from school, to ensure children's safety and well being

Prompt action when a problem has been identified

Support for any child who is experiencing difficulties in regular attendance in order to resolve the problem. This may include support from school staff, including the Attendance and Inclusion Officer, liaison with officers from the Local Authority and referral to other agencies when necessary and appropriate

Regular communication with parents/carers

A representative from the school governors and a member of staff to be responsible for attendance matters

That staff and governors continue to make Stradbroke School a place where children want to come and learn in a happy environment

4 Procedures

4.1 Registration

Registers are legal documents. Great care will be taken to ensure that registers are taken accurately.

Electronic registration takes place each morning at 08:50 for Reception, Year 1, Year 3, and Year 5 children and at 09:00 for Year 2, Year 4 and Year 6 children.

A present mark (/ or \) will be entered in the register for each pupil present, and an absent mark (O) for any pupil who is absent without authorisation by the Headteacher. Where absence is authorised, for example, because of illness, an appropriate code will be entered in the register.

4.2 Responding to lateness

Pupils arriving to school after registration will report to the office

A late mark (L) will be recorded in the register where a child arrives late for school but before the register is closed. The number of minutes late will be recorded after 9.00am

If your child arrives after the register has closed, a (U) mark will be recorded on the register. The number of minutes late will still be recorded after 9.00am

Parents/carers will be contacted by school if their child is persistently late and invited to a meeting to discuss ways of improving punctuality

A referral to the Attendance & Inclusion Team or FIS may be made in order to access support for a child or family if necessary.

Where a pupil is persistently late, prosecution procedures may be instigated

Persistently late children will be identified and support offered by the attendance officer

4.3 Responding to absence

Parents/carers will be contacted by school on the first day of absence if no reason has been provided

Reasons for absence will be recorded

Where no acceptable reason is given, absence will be recorded as unauthorised

The School's Attendance Officer may make contact with parents/carers by telephone or home visit to discuss concerns about repeated absences

A letter outlining school's initial concerns will be sent to parents if their child's attendance drops below 91%. This letter advises parent's that their child has had a number of days of absence. School will start to monitor the child's absence from that point. This is an opportunity for parents and school to work together to overcome any barriers or issues stopping a child attending regularly.

If your child's attendance does not improve, parents/carers will be invited to a meeting in school to discuss what help and support school can offer.

The attendance team will give your child the opportunity to share their voice about any barriers they perceive. On occasion children may find school work tricky or fall out with a friend etc- these situations are often easily resolved and attendance improves thereafter.

If your child's attendance doesn't show improvement, we will invite parents/carers to a School Attendance Panel meeting to put a plan in place of how we can work together to improve attendance.

A referral to the Attendance and Inclusion Team, FIS (Family Intervention Service) or other agency may be made in order to access support for a child or family if necessary

When appropriate, legal action may be taken against parents/carers of pupils not attending regularly

Children who have 90% or below attendance, will be considered as persistent absentees

Identify persistent absentees

School use the register to identify children with less than 91% attendance. Each class to be monitored every 3 weeks on a rolling cycle.

Send initial concerns letters

Supportive letter sent to parents to inform of the situation and offer assitance to improve.

Invite to initial meeting

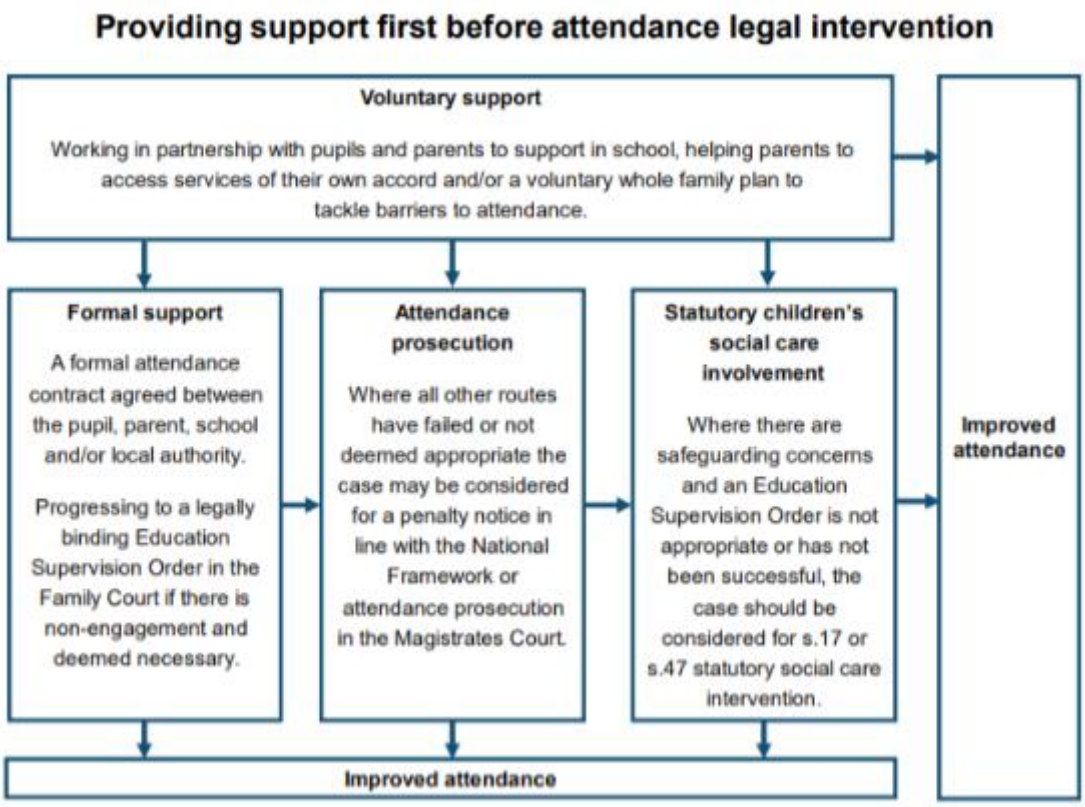
Parents of children who do not show improvement within the time frame invited into school for a meeting to make a plan and help the family to improve attendance.

School attendance panel meeting

Children who have still not shown improvement to be invited for a panel meeting to include the Attendnce Champion, any relevant extrernal agencies, and the school attendance governor.

Escalate to Local Authority Inclusion and Attendance Specialist

If there has not been improvement within the time frame set, school will consult the local authority who may issue fines.



School work closely with Sheffield Attendance & Inclusion team. DfE guidance can be accessed by following the link below-

https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

4.4 A referral to the Attendance & Inclusion Team or Family Intervention Service (FIS) may be made if:

Home/school contact and in-school support has not resulted in a satisfactory improvement in attendance

Attendance continues to give cause for concern and further support is needed to address issues preventing regular attendance

Legal action is pursued by the Headteacher following unacceptable levels of unauthorised absence or an unauthorised holiday.

4.5 Awards and rewards

Stradbroke Primary School has a variety of incentives that promote good attendance:

Weekly class attendance figures emailed as part of the Attendance update newsletter to all parents.

A weekly prize draw with the chance to win £10 to spend at Amazon.com for children who have 100% attendance for the previous week. There is a prize for Nursery and Reception, Key Stage 1 and Key Stage 2.

Certificate at the end of the year to any child with 100% attendance for the whole academic year

The recognition and rewarding of improved attendance

Text message to parents to acknowledge 100% attendance on a 3 weekly basis

5 Authorising Absence

Authorisation of absence will be at the discretion of the Headteacher. A letter or telephone call from the parent/carer will not automatically guarantee that absence is authorised.

5.1 Absence may be authorised if:

The pupil is too ill to attend school (medical evidence may be required)

The pupil is prevented from attending by an unavoidable cause

The pupil is absent on a day set aside for religious observance by the religious body to which the pupil's parent/carer belongs

The pupil is the child of Traveller parents/carers who temporarily leave the area, giving reasonable indication of their intention to return

There is a close family bereavement

The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence

Leave of absence is granted by the Headteacher in exceptional circumstances (See Appendix)

Medical or dental appointments in school time are occasionally unavoidable (evidence is required such as appointment cards or text messages from GP/Dental surgery). Try to ensure your child attends school before and/or after the medical appointment on that day where ever possible. For example, a dental appointment at 2pm shouldn't usually require a full day of absence. Your child could access, Phonics, Reading, English and Maths lessons during the morning session before being collected after dinner time.

5.2 Absence will not normally be authorised if:

No explanation is offered by the parent/carer
The school is not satisfied with an explanation offered
The pupil is staying home to look after family members or the home
The pupil is absent on special occasions e.g. a birthday
The pupil is absent unnecessarily e.g. for shopping

6 Holidays in Term Time

Department for Education guidance clearly states that Head teachers may authorise leave in term time in **exceptional circumstances only:** this does not include recreation. Request for leave will be given on an individual basis. Refer to the 'Exceptional Circumstances for Leave' guidance for further clarification.

There is no entitlement to take a holiday in term time

Parents/carers wishing to take a pupil out of school for a holiday are actively discouraged

Children in receipt of short break grants are actively discouraged from taking them during term time.

Parents/carers must request leave, in advance where possible by using Term Time Request Form available at the office or the digital version available on the school website.

Requests for term time leave from school must include specific start and end dates.

Children who do not return to school by the agreed return date may be at risk of being reported as a Child Missing in Education which ultimately may lead to them losing their place at school.

Unless the headteacher agrees there are exceptional circumstances for absence in term time, a penalty fine will be requested and a fine may be issued.

Parents will be notified by letter if the request for term time leave has been authorised. Parents will not be notified if the term time leave is unauthorised. If parents do not receive correspondence, it should be considered that term time leave is unauthorised.

7 Children Missing from Education

Pupils who are absent for 10 days without reason or children who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures and the Children Missing from Education policy.

8 Children Looked After

The Inclusion Manager is the co-ordinator to liaise with the Local Authority's Looked After Children Team. The attendance of children who are Looked After will be closely monitored

9. Early Years

At Stradbroke Primary School we believe that regular and punctual attendance is essential if children are to make progress, reach their full potential and feel part of their class and whole school community. Regular nursery attendance establishes good habits from an early age and contributes to the development of a positive approach to school and education. For this reason Stradbroke Primary follow the same supportive approach to attendance for the youngest children in school too. (see Chp 4.3)

The nursery at Stradbroke Primary school is not like a private nursery which offer a more flexible 'pay as you go' service. It is important that your child attends for the full 15 or 30 hours you have been allocated. There is often a waiting list for nursery at Stradbroke. Poor attendance could mean you are at risk of losing your child's place.

In line with FEL code of practice (see below), after four weeks of unauthorised absence Stradbroke Primary School may unfortunately be forced to remove your child from roll.

(From FEL Code of Practice 2022-23)

If a child is not accessing their agreed hours or is not attending regularly then the provider should discuss improving attendance with the parent. Providers should have their own attendance policy to address short term absences of children and should keep a log recording all attempts to make contact and improve the attendance of the child. This should include details of phone conversations, verbal or transcribed statements from the parent/carer for example a note of a telephone conversation or a parent's note, copies of correspondence concerning extended absences due to sickness, holiday and any other information provided. These should be held in the child's individual record book. This evidence should be retained for at least one year for audit purposes as this evidence will be requested during the compliance visit to support the funding of a child. If a compliance visit highlights poor attendance record keeping and no evidence is available to suggest the parent/carer has been contacted, or that no steps have been taken to address the issue, funding may be reclaimed. The Local Authority will endeavour to ensure that providers and childminders including those registered with a childminder agency are not penalised for short term absences of children, for example sickness, arriving late or leaving early, but use their discretion where absence is recurring or for extended periods taking into account the reason for the absence and the impact on the provider or childminder. Where the provider has exhausted the process laid out in the Code of Practice to improve attendance, you should contact the Early Years Funding Team (eyfundingteam@sheffield.gov.uk) for support and advice concerning the child's funding.

3 Managing Unauthorised Absence Providers cannot claw back funding from funded families in relation to poor attendance or bad timekeeping. Providers should take the following steps to manage unauthorised absence: • First day of absence: if the parent has not contacted nursery with a reason for absence, the provider should contact the parent to establish the reason.

• Three consecutive sessions or one week's absence as shown in the following examples: This table shows a typical delivery pattern for 3 x 5hr sessions where 3 consecutive sessions could be 3 in the same week as for Child A or the same session for 3 consecutive weeks as for Child B.

Typical FEL delivery pattern for 5hr Sessions		
Monday	Tuesday	Wednesday
Week 1		
Child A Present	Child A Present	Child A Present
Child B Present	Child B Present	Child B Absent
Week 2		
Child A Present	Child A Present	Child A Present
Child B Present	Child B Present	Child B Absent
Week 3		
Child A Absent	Child A Absent	Child A Absent
Child B Present	Child B Present	Child B Absent

This table shows a typical delivery pattern for 5 x 3hr sessions with one week's absence for Child D.

	Typical FEL delivery pattern for 3hr Sessions				
Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Child C Present	Child C Present	Child C Present	Child C Present	Child C Present
PM	Child D Absent	Child D Absent	Child D Absent	Child D Absent	Child D Absent

If either of the patterns of absence shown in Tables 1 or 2 occurs with no contact with the family, the provider should contact the child's Health Visitor to share this concern. If the child has a named Social Worker, the Social Worker should be contacted as a matter of urgency. Where a child has missed 3 consecutive sessions without notice and the provider is unable to contact the family, the provider should follow the Sheffield Safeguarding Children Board's (SSCB)guidance; Children Missing from Pre-School Services: https://www.safeguardingsheffieldchildren.org/sscb/early-years/safeguarding-practice-guidance-1 • Two weeks' absence – If two weeks elapse without the child attending but contact has been made with the family, the provider can request attendance support via the Early Years Partnership Process. This should be made via an Early Help Part 1 form or if the family has more complex needs a referral can be made via a Family CAF: https://www.sheffield.gov.uk/home/social-care/fcaf-resources.

After four weeks' of unauthorised absence the place will not be funded unless the Local Authority has given written authorisation to the provider.

8:4 Managing Illness Absences due to illness of up to two weeks will be paid and do not need to be reported to the Local Authority. 36 Any absence due to illness lasting longer than two weeks should be reported to Early Years Funding Team (eyfundingteam@sheffield.gov.uk). Each occurrence will then be assessed based on the individual circumstances of the illness. 8:5 Holidays Funding will be paid for holidays taken during FEL funded weeks for up to four weeks in a funding year. However, a firm return date must be provided by the parent. If the child does not return on the agreed date then they should be treated as a leaver and the provider should enter the agreed return date as the leaving date for the child when submitting this information on the headcount task, the parent/carer would then need to reapply for a place on their return. It is the provider's choice whether to keep a place open for any child going on holiday for any longer than four weeks or not confirming a return date; but it will not be funded by the Local Authority. Holiday funding is based on a child's normal pattern of attendance as agreed in the Parent/Carer Agreement. For example, a child that normally attends for 2 x 5 hour days a week would have a holiday allowance of 8 x 5 hour days per funding year. This must be recorded in the attendance register.

8:6 Poor Punctuality Providers should work with parents and carers to ensure a child is attending for all of the hours claimed. If on occasion, parents and carers choose not to take up the full entitlement

in a given period due to personal circumstances or, for example to fit around their own flexible working arrangements, the provider should work with parents and carers and be able to evidence and produce the communications between both parties if requested by the Local Authority as part of an enquiry or audit. It is expected that providers will conduct regular reviews of attendance and, if the pattern of attendance does not improve, parents and carers will be asked to review the hours they wish to claim. 8:7 Unforeseen Closure Funding may be claimed for up to 7 consecutive days of unforeseen closure per funding period. The funding will only cover the normal weekly pattern of attendance for each funded child as shown in the Parental Agreement for that term, which would normally have been delivered in the 7 day period. This is only applicable where providers have no choice but to close or where it would be illegal to remain open, for example, where it is impossible to meet the staff ratios due to staff sickness. Funding will be provided for up to 7 consecutive days. Providers must put strategies in place to rectify the problem. Parents should be offered an alternative time to access any unused hours that have been claimed on their behalf. Alternatively, providers should record written consent from the parent to claim funded hours without delivering the service due to an unforeseen closure.

Providers are advised to ensure they have sufficient insurance cover in place for loss of income in the event of prolonged closure due to unforeseen circumstances, for example flood damage to premises or similar. 8:8 Planned Closure Any planned closure will not be funded, for example training days, building work or decorating. The headcount submissions must be adjusted accordingly to reflect the actual weeks provided in the funding period. 8:9 Public Holidays If a public holiday falls on a day when a child would normally attend the setting, providers can claim funding if they have the parent's agreement that they do not wish to use those hours at a different time. This should be recorded on the Parent/Carer Agreement. If parents do not agree, the provider can either redistribute those hours across other days, or not claim funding for those hours. 8:10 Settling In Periods Where children are new to a setting, they may need a few weeks using fewer hours to settle in. The provider will be paid for the full amount of planned hours during this settling in period. The provider needs to claim for the full planned hours at the headcount tasks. Longer settling in periods can be arranged with the Inclusion Team on an individual basis where there are exceptional circumstances – see Section 6: Inclusion. Providers should request this through the Local Authority.

APPENDIX A

Exceptional Circumstances for Absence from School
Holidays in Term Time:

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.
The DfE have issued guidance relating to Term Time Leave and Irregular Attendance 2024-25. This document is attached (Appendix B) and was sent out to parents in Summer term 2023-24 academic year.

Leave of absence in exceptional circumstance:

The Headteacher may only grant leave of absence for exceptional circumstances.
Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the governing body prior to any authorisation being given to the parent.

Evidence would be required in each case.

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APPENDIX B

Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for term time leave taken and irregular attendance.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued (after 19th August) for Term Time Leave or Irregular Attendance this will be considered the first offence, and the amount will be:

£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Where there is 4 days of absence during a week where there is also a training day, a penalty notice may still be issued.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines can also be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate.

Appendix C

Attendance 25/26

What you need to know

All absences must be reported to the Office by 9am. 0114 2399320

If you are late, it can be classed as an unauthorised absence.

Term Time Holiday requests must be completed if you are going on holiday.

School may carry out Safeguarding checks if you do not notify us about your holiday.

If your child's attendance is below 91%, we will write to you to let you know and offer to help.

If your child's attendance does not improve, we will invite you to come into school for a chat to see how we can help.

If your child's attendance doesn't show improvement, we will invite you to a School Attendance Panel meeting to put a plan in place of how we can work together to improve attendance.

If there has not been improvement in a set time frame, school will consult with the Local Authority who may issue fines.

BREAKFAST CLUB

Daily from 8am

WALKING BUS BUS

SCHOOL BUS

Call the office for info

STRADBROKE PRIMARY • LEARNING FOR LIFE •

MOMENTS MATTER, ATTENDANCE COUNTS.

Medical appointments should be made outside of school hours.
If an appointment is in school time, evidence must be provided to the office.