



St. Anne's CE Primary and Nursery School

Attendance Policy

**Reviewed and updated
April 2023 (Mrs S Binks)**

Minds to learn, hearts to care.



Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment.

And the second is like it: "Love your neighbour as yourself." *Matthew 22:37-39*



*Our school vision is to be the best version of ourselves
that God created us to be - with minds to learn and hearts to care.*

Our values are the building blocks for strong foundations for lifelong learning and lifelong faith.



Vision and Values

Our school vision is to be the best version of ourselves that God created us to be – with minds to learn and hearts to care.

Who are we as a school? This is our deeply Christian vision which is firmly rooted in the bible.

Jesus summed up his most important teaching by quoting the greatest commandment – love the Lord your God with all your heart, with all your soul with all your mind. And love your neighbour as yourself. (Matthew 22v37-39) At St Anne's our vision is for everyone who is part of our school community to live life to the full and to treat everyone with compassion and respect.

This vision shapes all we do and helps us understand who we are as a school, why we are here, and then how we live. Our values are the building blocks for strong foundations for lifelong learning and lifelong faith.

Why are we here? These are our values:

Loving God with all of our heart

We want everyone at St Anne's to be the best version of themselves. We believe this is about everyone being authentic, open and honest.

We are dedicated to continuous improvement, challenging ourselves, celebrating our successes and always aspiring to be "the best we can be".

To enable each child and adult to flourish and achieve.

Loving God with all our soul

We want to nurture the spiritual life of everyone in our school family recognising that "spirituality is like a bird; if you hold it too tightly, it chokes; if you hold it too loosely, it flies away. Fundamental to spirituality is the absence of force." Rabbi Hugo Gryn

To promote our Christian ethos and values through lively, intelligent and creative participation.

To provide an inviting, inclusive school environment where all members of the school community, of all faiths or none, are valued, respected and care for one another.

To encourage and develop links between the school, home, our parishes and the local, national and global community.

Loving God with all our mind

To provide a high quality and nurturing learning environment.

To be dedicated to continuous improvement, challenging ourselves, celebrating our successes and always aspiring to be "the best we can be".

To enable each child and adult to flourish and achieve.

How then do we live? All of this shapes our school life.

Daily collective worship is at the centre of school life and enables children to experience the diversity of Christian practice and tradition.

High quality, effective, academic religious education allows pupils and adults alike to flourish.

Throughout all our school life our Christian vision and values promote social and cultural development through the practice of forgiveness and reconciliation. They encourage good mental health and enable children and adults, whatever their background or ability, to flourish and live well together.

The vision is used to ensure our policies, curriculum and extracurricular opportunities meet the academic and spiritual needs of all learners.

We describe all our activities in terms of how the vision and values inspire our whole school community, children and adults, to engage in social action and to be courageous advocates for change in their local, national and global communities

Our Christian vision supports the character and moral development of all pupils and adults, giving them aspiration for themselves and hope for the communities of which they are a part. It fosters dignity and respect, enabling everyone to be the person God created them to be, to achieve the most they can, and to inspire hope for others in the local community and beyond.

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2 nd Review	April 2023	S Binks	
3 rd Review			
4 th Review			

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Additional information added regarding children missing from education	April 2023	No previous information about the procedures the school will follow	V2	S Binks

School Attendance Policy

St. Anne's CE Primary and Nursery School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

We believe that all students benefit from the education we provide, and therefore from regular attendance. Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

From September 2020, it will once again become parent's legal duty; to ensure their children attend school regularly and on time. As a school we will work pupils and their families to support parents to meet these legal duties and to ensure children can benefit from attending school regularly.

The school has established an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

This policy has been reviewed and rewritten in line with the DfE 'School attendance Departmental advice for maintained schools, academies, independent schools and local authorities' (October 2014), 'School attendance parental responsibility measures' (January 2015) and DfE 'Guidance for full opening of school' 31 July 2020.

This policy is supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

1. Attendance and Attainment

We recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of students.
- Action is taken where necessary to secure an improvement in attendance.

2. The Law

You need to make sure your child attends school regularly and on time. Because parents are responsible for this duty in law, you will be **breaking the law** if you do not do this and there are no good reasons for missing school.

The School and Local Authority **want to help you if you have a problem**. If attendance does not get better or you do not accept help and support offered, the Council may issue you with a warning notice, Penalty Notice or ask you to attend an interview to ask you questions about whether you have broken the law.

If you go to court and are found guilty of an offence, you could be fined up to £1,000 for a less serious offence or up to £2,500 if the law breaking is more serious. **In very serious cases, the court may involve the probation service or consider up to 3 months in prison.**

3. Attendance Procedures

a) On the first day off

If a child is absent for any reason, parents or carers are asked to phone the School Office giving a reason for the child's absence. If a child is absent from school and there is no phone call from home then school will phone home to inform parents that the child is not in school and enquire about a reason why.

Doctors and dentists appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to.

b) Coronavirus symptoms

If your child, or a member of your household, has any of the following symptoms; new and persistent cough, a high temperature or loss of, or change in, their normal sense of taste or smell then you must **immediately take the following actions:**

- Report the reason for absence to school
- Self-isolate
- Arrange a coronavirus test
- Provide school with the results of that test

Self-isolating - the person with symptoms must self-isolate for 10 days and other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If you have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, you should restart the 10 day isolation period from the day symptoms develop.

If you are self-isolating you should not leave your home. This includes going to work/school, going shopping even for medication, going for exercise (this can be done in your garden). You should also not have any visitors.

How we will support you as a school:

- We will be asking why your child is off and ask for test results to be provided, so that we can protect all of our pupils, staff and families.
- We will make sure the reasons for absence are correctly recorded on the register. Where parents have done all that has been asked in reporting absences and providing test results, these absences will be authorised by the school.
- We will follow all safety measures set out by the government.
- If pupils are self-isolating but do not have symptoms, we will provide work for them to do at home, stay in touch and monitor the work that they are doing.
- If any additional support is needed please contact school.

Periods of extended absence (not related to coronavirus)

If a child's absence continues beyond 3 days then parents are requested to notify the school to update them. If a phone call is not received then the school will contact home to verify the absence.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in further action such as referral to the Attendance Improvement Team to consider enforcement action and possibly a fixed penalty notice (this includes unauthorised absences accrued through leave of absence taken during term time).

c) Help & Support:

If you need help with attendance, it is important that you contact school about the issues as

soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it, and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

d) Communication:

We are asking all parents to please remember to report and explain the reasons for absence and to make sure your contact and emergency contact details are up to date.

It is vital, that school can contact parents if their child becomes unwell during the school day or in order to discuss the reasons for absence.

The School will analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to coronavirus/frequent hospital appointments and/or long term medical needs). If we have concerns regarding your child's attendance then we may contact you by phone, letter, invite you to a meeting or make a visit to your home.

As a parent you may identify concerns about school attendance early on if you have seen a change in your child's attitude to school or in their willingness to attend. If this is the case, please share your concerns with us and we can work together to ensure that school attendance doesn't ever need to decline. The quicker that concerns are shared, the quicker they can be resolved. The school will work with you to discuss ways that we can offer support in finding a way to improve attendance.

e) Enforcement Action:

If, following the schools attempts to intervene there is no significant improvement and no good reasons for absences (i.e. absences are not supported by relevant evidence), or you have not co-operated with the school's attempts to improve the situation the school are required to consider referring the matter to the Local Authority for enforcement action.

The High Court has confirmed that the school's Head Teacher authorises absences. If your child misses school a lot because of illness, or if school do not know of any serious health issue that would mean your child could miss school a lot, the school may ask to you to provide medical evidence to authorise absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

f) Punctuality:

Following the allocated registration time, the named pupil entry gates will be locked and all pupils must enter by the main entrance. It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for children and for the rest of the class. If a child arrives in school up to 15 minutes after this time then a late mark will be recorded in the register (L). Registers will be closed at this point and any

children arriving more than 15 minutes late will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to a fixed penalty notice being issued).

If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (SIMs).

1. If a child is late (after registers close) for school on a number of occasions;

A letter will be sent home from school to parents to say their child's punctuality is causing some concern. An appointment with the Head will be offered to discuss ways that the school can offer support in finding a way improve this. Incentives to improve punctuality may also be offered to pupils e.g. improving their punctuality over 2 weeks to earn a school alarm clock.

2. If lateness becomes persistent with no identifiable reason –

A letter will be sent home from school with a specific appointment given to meet with Head Teacher or deputy head for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

3. If the school continues to have concerns about a child's punctuality;

Then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

g) Leave of Absence in Term Time

Head teachers are no longer able to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time e.g. termly tests.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. 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. As stated in the most recent DFE guidance on attendance, if an application for leave of absence is not made prior to the time of the required absence then the absence will be recorded as unauthorised regardless of circumstances.

Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

5. Promoting good attendance and punctuality

In order to promote attendance and punctuality the school will give out a weekly trophy for the class with the best attendance. Further to this, any children who achieve 99-100% attendance over each half term will receive a certificate and prize in assembly. Attendance percentages will be shared with parents on a weekly basis on the school newsletter, at termly

parents' meetings and also annual reports to parents will contain a record of individual pupils' attendance.

6. Children Missing from Education:

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

We have a duty to ensure the safeguarding of our pupils and will, therefore, follow the Local Authority pathway for managing and reporting children missing from education. The flowchart will be followed in attempt to locate the whereabouts of the child or children. If there is no success in locating the pupil/s, school will make a referral to the Local Authority who will follow their procedures for locating a child.

7. Roles and Responsibilities

Governing Body:

As part of our school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed to parents and staff.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and students to implement the policy effectively.
- Ensure regular meetings of the behaviour and attendance sub-committee take place and they will take the lead role in monitoring attendance and coordinating provision and policies for attendance. The governor's meetings will review and discuss attendance issues that have arisen in order to be fully aware and supportive of expected attendance targets for the year.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off site.

School Leadership Team:

As part of our school approach to maintaining high attendance, the leadership team will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the policy and its effectiveness, with annual review of full policy.

- Ensure that all staff are up to date with the school's attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them.
- Nominate or appoint a senior manager to take responsibility for overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to the job.
- Report to the Behaviour and Attendance Governors Sub Committee meeting each term on attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.

Teachers and support staff:

As part of our school approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Ensure the senior manager responsible for overseeing attendance and any other relevant personnel are kept fully aware of and up to date with any concerns relating to students that may impact on their attendance.
- Ensure compliance with regulation and guidance on attendance.
- Work professionally with parents, carers, students and relevant agencies to secure improvements in attendance via appropriate support or enforcement measures.
- Ensure understanding and are following the correct systems for recording attendance and that attendance is taken each lesson and session.

Parents / Carers:

As part of our school approach to maintaining high attendance, we expect that parents / carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the procedures outlined in this policy regarding absences, ill health, medical or dental appointments, leave of absence in term time and punctuality.
- Do everything they can to prevent unnecessary school absences.
- Keep the school informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.

- Enforce a regular routine at home in terms of homework, bedtime etc so that the child is used to consistency and the school becomes part of that routine. It is vital that the child receives the same messages at home as they do at school about the importance of attendance.

Dear Parent / Carer

Schools have been working hard over the summer period to prepare and welcome back all pupils in the new academic year. A range of protective measures have been put in place in order that parents and children feel confident of their safe return to settings.

As a school, we understand that, as parents, you may have anxieties or concerns about your child's return and we encourage you to contact us if you have any specific concerns that you would like to talk through or any help and support that you or your child may require.

As echoed by the Government, it is vital for all children who can be at school to return, given that the sooner children can return to school, the better it is for their health and mental wellbeing, wider development and their educational prospects.

The Government have made clear the expectation that all children will return to school in September 2020 when school attendance will, again, be mandatory and the school's attendance policy clearly mirrors this.

The Government have planned for a range of potential scenarios detailing the actions that parents and schools should take in the event of one of the issues arising and this is attached in the summary attendance policy leaflet. I would be grateful if parents could familiarise themselves with this.

Yours sincerely,

The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

Help and Support

If you need help with attendance you must **talk to the school about it as soon as possible.**

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem.** If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

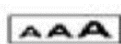
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Braille



Audio



Large Print

Attendance Policy

Essential information for parents
2020/21

Insert School Logo and information
here

Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.

Lateness

School starts at xxxxx am. Your child will receive a late mark if they arrive after this time. The register closes at xxx am. If your child arrives after this time, they will receive an unauthorised absence mark.



If Your Child Is Absent You Must:

- Contact school on each day of absence and provide reasons for absence.
- Keep school informed on a regular basis if your child is absent for a long period.
- Follow Coronavirus procedures – to ensure students, staff and our school community can stay safe.

Failure to do these things may result in your child's absences being unauthorised

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

Medical Appointments

If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If**

your child is well enough to go back to school following the appointment they should do so.



Holidays / Leave of Absence

Please request an **application form** from school. Consider quarantine requirements and FCO advice when booking travel. Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution.

Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence.

Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement Action



Please remember to contact us if your address or contact or emergency contact details change!

Coronavirus – What do parents need to do?

What to do if...	Action needed	Return to school when...
My child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a test and inform school about results 	If the test comes back negative and the child no longer has symptoms.
My child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Child to self-isolate for at least 10 days • The rest of the household should self-isolate for 14 days • Inform school immediately about test result 	After 10 days if: <ul style="list-style-type: none"> - you don't have any symptoms - you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone. Keep self-isolating if you feel unwell; <ul style="list-style-type: none"> - a high temperature or feeling hot and shivery - runny nose or sneezing - feeling or being sick or diarrhoea. After sickness or diarrhoea, stay at home until 48 hours after they've stopped.
Somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • School will provide work to be completed at home • Contact school daily • Household member to self-isolate for 10 days, get a test and inform school about results • Rest of the household should self-isolate for 14 days 	If the test is negative.

What to do if...	Action needed	Return to school when...
Somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • School will provide work to be completed at home • Contact school daily • Self-isolate for 14 days 	The child has completed 14 days of self-isolation
NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> • Do not come to school • School will provide work to be completed at home • Contact school daily • Self-isolate for 14 days 	The child has completed 14 days of self-isolation
We/my child travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time. If you do, this could result in a Fixed Penalty Notice (fine) or court prosecution. <u>where quarantine is needed:</u> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	The quarantine period of 14 days has been completed
We have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> • Do not come to school • Provide school with your shielding notification and follow guidance. • School will provide work to be completed at home. • Follow agreed contact arrangements. 	School inform you that restrictions have been lifted and your child can return to school again.

Coronavirus (COVID-19) Symptoms

Symptoms: Most people with coronavirus have at least 1 of these symptoms but some people can be infectious and not have any symptoms.

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You must stay at home (self-isolate) again and ask for a test if you get symptoms of coronavirus (COVID-19) more than once.

For further information about self-isolating:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/what-to-do-if-you-get-symptoms-again/>

Support is available from Durham County Council for those people who are self-isolating and are extremely vulnerable or may need extra help. Visit <http://www.durham.gov.uk/covid19help> for details.

If you need medical advice about your symptoms

Get help at: [NHS 111 online coronavirus service](#)

Call 999 if you feel very unwell or think there's something seriously wrong.

How to Book a Test

If you have coronavirus symptoms, you need to get a test done as soon as possible and within 5 days of symptoms appearing.

Book a visit to a test site to have the test today. Or order a home test kit if you cannot get to a test site.

On days 1 to 4, you can get tested at a site or at home. If you're ordering a home test kit on day 4, do so by 3pm.

On day 5, you need to go to a test site. It's too late to order a home test kit.

Tests can be booked online at:

<https://www.gov.uk/get-coronavirus-test>

If you have problems using the online service, call 119

Lines are open 7am to 11pm.

What the test involves

The test involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

You can do the swab yourself (if you are aged 12 or over) or someone can do it for you. Parents or guardians have to swab test children aged 11 or under.

