



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

Attendance Policy

Author/Person Responsible	Headteacher and Attendance Lead
Date of Ratification	17.10.22
Review Group	Curriculum, Standards and Safeguarding Committee
Ratification Group	Curriculum, Standards and Safeguarding Committee
Review Frequency	Every 2 years
Review Date	By 31st October 2024 (or earlier subject to local or national guidance)
Previous Review Amendments/Notes	-
Related Policies	SEND Safeguarding and Child Protection Medical Needs
Chair of CSS Committee Signature	S. Richards

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - Grow through knowledge and wisdom - Flourish in hope

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Attendance Policy	DATE:	
------------------------------------	-------------------	-------	--

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	None	None
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	X- considered within policy	None
Gender reassignment	None	None
Marriage and civil partnership	None	None
Pregnancy and maternity	None	None
Race	None	None
Religion and belief (practices of worship, religious or cultural observance, including non-belief)	X- considered within policy	None
Gender identity	None	None
Sexual orientation	None	None

Any adverse impacts are explored in a Full Impact Assessment.

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

Attendance at CCH

1. Rationale

Regular attendance and excellent punctuality at school enables each pupil to fulfil their potential at all levels and represents a maximisation of educational potential within the community. Research demonstrates strong links between attendance and achievement, indicating that even occasional broken weeks can have a negative effect.

In line with our vision of Nurture-Grow-Flourish, we aim to build strong and effective relationships with all of our children and families creating a nurturing and safe place for children to learn. Regular attendance is the key to children being able to grow and flourish in their education.

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. In encouraging good attendance it is also hoped that this will lead to the development of habits of good attendance and punctuality for the future. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We will also make the best provision we can for those children who, for whatever reason, are prevented from attending school.

2. Guiding Principles

We are committed to ensuring that all students benefit from the opportunities available at Christ Church Hanham C of E Primary School. Our expectation is that children arrive on time and attend regularly; we will actively promote this ethos throughout the school community and encourage our children to achieve this. Where this expectation is not met, we will identify and address the barriers that prevent this. At Christ Church Hanham CE Primary School, we value education and therefore expect all children to attend school, every day. We set a minimum attendance target for the school community each academic year (currently 96%) as we work with families to reduce absence and raise attendance.

3. Responsibilities

- The Education Act 1996 states that parents/carers have the primary responsibility for ensuring that registered students of school age attend school regularly and punctually and that they receive an education suitable for their aptitude and ability. Where this is not the case, school will provide ongoing support as needed or may, in some cases, request Penalty Notices or legal proceeding in conjunction with the Local Authority.
- The school has a legal responsibility for maintaining school registers and taking the register twice a day (at the beginning of the morning and in the afternoon) using the SIMS system. This will be carried out by the teacher in charge of the class.
- The SIMS system will show clearly whether an absence is authorised or unauthorised.
- The school has a responsibility for reporting absence to the Local Authority. We also have safeguarding responsibility and duty of care to all our students. If there is any doubt about the

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

whereabouts of a child, the school will contact the parent or guardian immediately, in order to check on the safety of the child.

- When a child is absent unexpectedly, the class teacher will leave the SIMS mark blank, which will inform the school office of the absence. The office staff will contact a parent or guardian using SMS. If we are not able to speak to the child's parent/ carer for two consecutive days, we will implement our safeguarding procedures in order to help us to ascertain the safety and whereabouts of the child. This may be escalated sooner for some children.

4. Attendance

- We expect our students to attend school on time every day that the school is open unless there is an unavoidable reason for not doing so, for example illness.
- We will promote and celebrate positive attendance as a school community, focusing on the link between attendance, achievement and enjoyment of learning (e.g. through class attendance figures in newsletters or through recognising classes with strong attendance in assembly).
- We will share attendance information with parents/carers via school newsletters and other communication.
- The school will communicate attendance matters to parents/carers via text; telephone; email; letter and through the school website. **Discussion about attendance will also take place at parent/carers consultation evenings.**
- We will talk to pupils about their attendance as they move through KS2 and discuss reasons for any late arrivals with both pupils and parents.

5. Absence from school

There are only two categories of absence from school:

Authorised – approved

Unauthorised – not approved

Absence will be recorded using the code recommended by the Department for Education Guidance on School Attendance.

Only absence which is as a result of a pupil being ill and too unwell to attend school will be authorised. We expect children to return to school as soon as they are well enough to return (in the case of sickness and diarrhoea, children must remain absent for school for a period of 48 hours).

All other absences will be marked as unauthorised unless there is an 'exceptional circumstance'. Only the Headteacher (or their delegate) can approve an absence from school as being an exceptional circumstance. That is the law.

Any requests for absence in term time which parents/ carers believed fit the criteria of being an exceptional circumstance must be submitted in writing in advance to the Headteacher who will treat every request on an individual basis and respond accordingly. An absence may be approved as an exceptional circumstance if the following apply:

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

- If the pupil is prevented from attending by unavoidable cause.
- The absence occurs so that the pupil could take place in a religious observance set apart by the religious body to which the parent/carer belongs.
- There is a significant family event such as bereavement, funeral, close family wedding.

In all cases, parents/ carers must inform the school in writing of the reasons for the absence. As the law only permits absence in exceptional circumstance, it is at the Headteacher's discretion whether or not to authorise any requests for absence.

Holiday Absence in Term Time

- Current legislation **does not** allow any absence due to holiday during term time unless there are exceptional circumstances. Holidays cannot be considered under the exceptional circumstances criteria. As such, all holiday absence will be coded as unauthorised and may lead to the issuing of a Penalty Notice.
- **All term time holiday** must be communicated with the school in the form of an email or letter addressed to the Headteacher at least **two weeks in advance** so that we can maintain a clear record of unauthorised holiday absence.

Lateness

Alongside promoting the importance of regular attendance, at Christ Church Hanham C of E Primary, we place a huge importance on all pupils attending school on time. Lateness can impact negatively on a child's education; learning in the classroom is sequenced and builds upon previous learning. Therefore, if a child misses the first part of the day, even by a few minutes, this can result in lost learning time and them missing out on key parts of the learning.

At Christ Church, our classrooms are open from 8.45 to 8.55am. All pupils must be in class by 8.55am.

Any children who arrive after 8.55am must be accompanied to the school office and signed in by their parent/ carer.

For children who arrive after 8.55am but before 9.05am, this will be recorded in the register with an 'L' code.

For children who arrive after 9.05am, this will be recorded in the register with a 'U' code. A 'U' code denotes an unauthorised absence. **Unauthorised absence can lead to parents /carers being issued with a Penalty Notice by the Local Authority.**

Medical appointments

- We monitor the amount of lessons missed due to medical appointments carefully.
- We acknowledge that hospital and specialist clinic appointments, including orthodontic and on-going dental treatment may require a student having time out of school. Our expectation is that

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

the minimum amount of learning is lost. We will seek an explanation from parents where a whole day is missed for this reason. **Proof of unavoidable medical appointments in school time must be provided for the school.**

- Routine, non-urgent appointments must be made after school time and during the 12-week school holiday during the year.

Early collection

Every part of the school day is important. Children should not be collected early from school (prior to the normal end of school times) as this will impact on their learning and may result in them missing important celebration and activities such as assembly which are integral to our school community.

If a child needs to be collected early from school, parents/ carers must contact the office in advance, stating the reasons why an early collection is needed. As above, in cases of urgent medical appointments, proof of appointment must be shared with the office.

All absence, both authorised and unauthorised, as well as lateness and early collection will be analysed by school leaders and the Education Welfare Officer and may be subject to challenge. This helps to ensure that any concern regarding frequency, pattern or validity is acted upon swiftly to ensure safeguarding responsibilities are met.

Parents/Carers are expected to contact the school on [01454 867145](tel:01454867145) the first day of absence and each day thereafter informing the school of the reason for absence and the expected date of return to school.

Safeguarding

All unexplained absence from school will be followed up each day by contacting parents/carers. If no response is obtained, contact will be made with people listed as emergency contact numbers to ascertain a student's whereabouts and safety. Parents/Carers are required to provide the school with two emergency contact numbers. Where no response is received, a referral may be made to the Access and Response Team or the Police.

Removal from Roll

There are strict grounds as to when a school may remove a student from the admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006 and the school must notify the Local Authority: [South Gloucestershire Children Missing in Education Procedures](#)

Penalty Notices

- Governors have adopted a zero tolerance to absence in term time for holidays. Should parents/ carers ignore the policy, cases will be referred to the Local Authority for the issuing of a Penalty Notice. Any pupil who has more than 10 sessions of unauthorised absences in any 7 week period

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

may be subject to a Penalty Notice (please note each school day consists of 2 sessions- morning and afternoon). [South Gloucestershire Fixed Penalty Notice Information](#)

6. How our policy works in practice

Punctuality

- The registration period is deemed to be: 8.55am and 1:00pm (EYFS and KS1) and 1:15pm (KS2).
- After these times, the registers will be closed and any arrival after 8.55am and 1:15/1:30pm will be regarded as late and marked accordingly (L) on SIMS.
- Where children are consistently late (three or more times in two weeks) or absences are unexplained/unauthorised, the following procedure will be followed:
 - Phone call made by our Pupil and Family Support Leader to offer support to family.
 - Parent/carers will be sent a letter to inform them of the situation.
 - If this continues, a letter will be sent to the parent/carers to visit the school and discuss the problem with a member of the Leadership Team and the Educational Welfare Officer (EWO).
- If a pupil arrives after the register has closed at **9.05am**, this will be recorded as U (unauthorised late arrival.) More than ten unauthorised sessions over a 7 week period can result in a Penalty Notice being issued by the Local Authority.

Illness

- We recognise that, from time to time, pupils are likely to experience bouts of illness. Some pupils will be managing chronic or more serious medical conditions that impact on their attendance. We will support students in these circumstances to ensure they do not miss out on education by arranging suitable work to be sent home as appropriate.
- When a pupil is identified as having frequent absence for reasons of minor illness, or a more serious longer term illness, a meeting will be arranged to discuss this with the school's Pupil and Family Support Leader to ascertain if any support is required to improve the child's attendance.

Broken Weeks and Low Attendance

- A 'broken week' is defined as a week where a child has missed one or more session of schooling.
- Multiple broken weeks have been shown to have a significant impact on learning and the school monitors attendance data for this weekly and termly. Children who have three or more broken weeks in a 6 week period will be monitored closely and their parents informed. Where this level of broken weeks persist over two terms, parents will be invited to an Attendance Support Meeting with the Family and Parent Support Worker. If broken weeks continue, parents will be invited to a School Attendance Meeting with a member of the Attendance Lead and the Educational Welfare Officer.

Reaching high, dreaming big, filled with the fullness of God's love



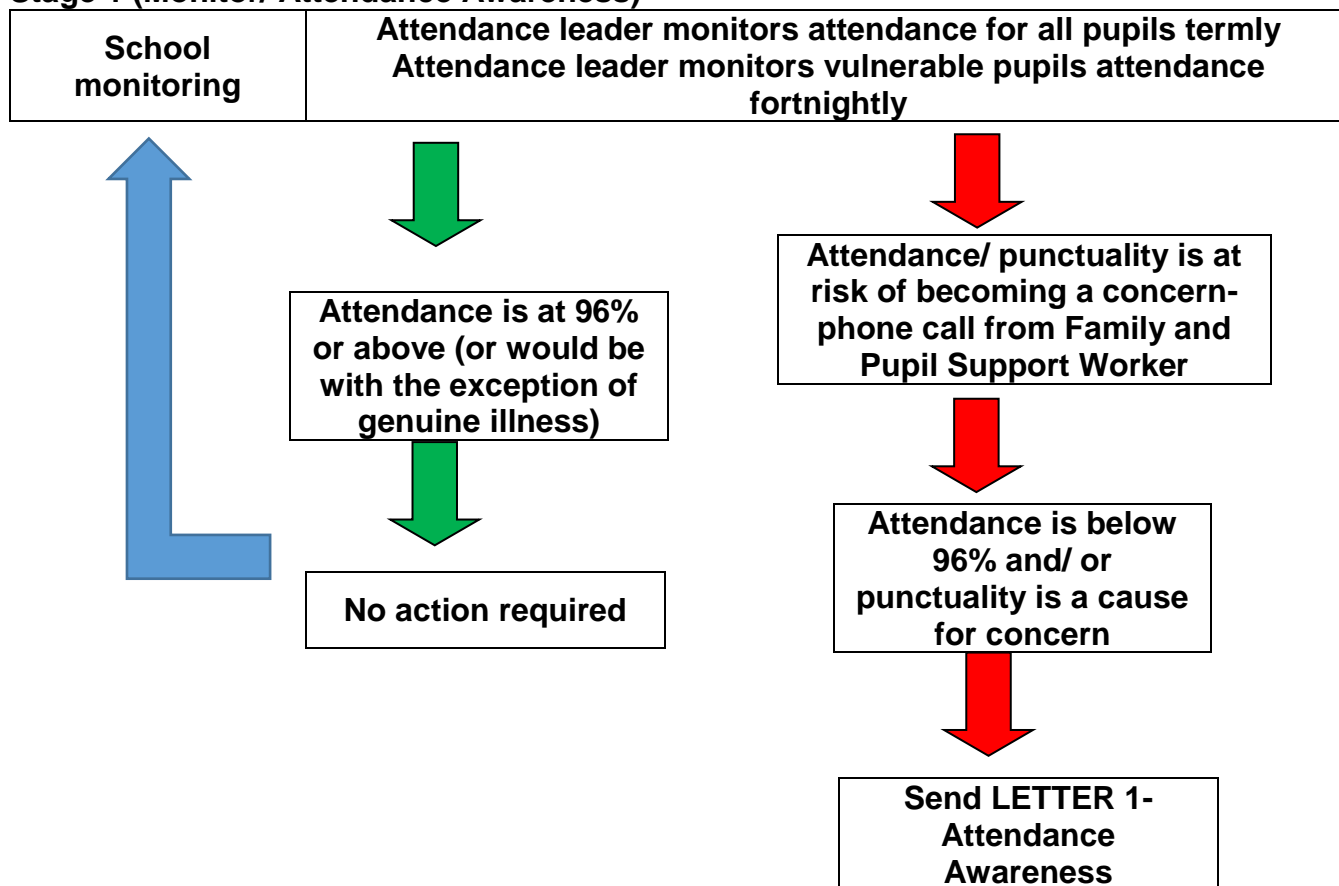
Christ Church Hanham CE Primary School

Nurture with love - Grow through knowledge and wisdom - Flourish in hope

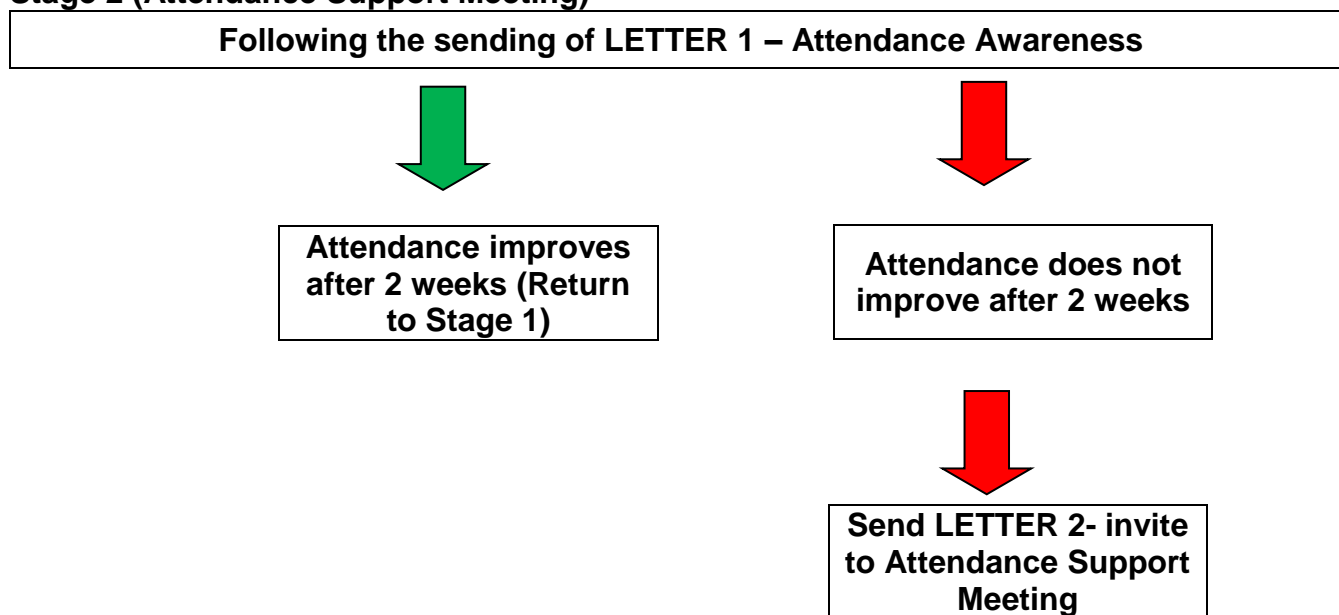
Appendix A

Attendance Flow Chart October 2022

Stage 1 (Monitor/ Attendance Awareness)



Stage 2 (Attendance Support Meeting)



Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - Grow through knowledge and wisdom - Flourish in hope

Attendance Support Meeting (ASM)	Attendees: Family and Parent Support Worker, Attendance Lead and parent/ carer. Explore concerns and problem solve to overcome barriers. Improvement needs to be seen over the next 2 weeks.
---	---

Stage 3 (School Attendance Meeting)

Following the Attendance Support Meeting (ASM)



Attendance has improved after 2 weeks
Send LETTER 3a
(Return to Stage 1)



Attendance does not improve after 2 weeks



Send LETTER 3b-
invite both
Parents/Carers to
School Attendance
Meeting (SAM)

School Attendance Meeting (SAM)	Attendees: Attendance Lead, Headteacher (if appropriate), Education Welfare Officer (EWO) and parent/ carer. If appropriate: Medical Letter/Medical Action Plan completed and Medical Consent form signed by Parent/Carers. 4 School weeks from date of SAM review of attendance and/or punctuality to take place. If no Parent/Carer attends, then the Education Welfare Officer will complete the Attendance Action Plan and ensure a copy is sent home.
--	---

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - Grow through knowledge and wisdom - Flourish in hope

Stage 4 (School Attendance Meeting Review)

Following the School Attendance Meeting (SAM)



Attendance has improved after 4 weeks
Send LETTER 4a
(Return to Stage 1)



Attendance does not improve after 4 weeks following SAM
Send LETTER 4b



Send LETTER 4b- invite both Parents/Carers to School Attendance Meeting Review (SAMR)

School Attendance Meeting Review (SAMR)	Attendees: Attendance Lead, Headteacher (if appropriate), Education Welfare Officer (EWO) and parent/ carer. At this meeting an appropriate attendance target will be set and reviewed for next 4 school weeks.
--	---

Stage 5 (Attendance Panel Meeting)

Following the School Attendance Meeting Review (SAMR)



Attendance has improved after 4 weeks
Send LETTER 5a
(Return to Stage 1/2 and remind of Attendance Action Plan)



Attendance does not improve after 4 weeks



Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - Grow through knowledge and wisdom - Flourish in hope

**Send LETTER 5b-
invite parents/ carers
to Attendance Panel
Meeting**

Attendance Panel Meeting	Attendees: Attendance Lead, Headteacher, Education Welfare Officer (EWO) and parent/ carer. 6 school weeks given to improve attendance and/or punctuality.
---------------------------------	---



Stage 6 (Attendance Panel Review Meeting)

LETTER 6 – Invite to Attendance Panel Review Meeting RED	Local Authority send Attendance Panel Review meeting invitation letter to Parents/Carers and invite a representative of the school.
---	--

Stage 7 (Prosecution)

Following the Attendance Panel Review Meeting



**Improvement in attendance
and/or punctuality since Review
Meeting.**

**Further review meeting maybe set
or
school continues to monitor.**



**No improvement in attendance
and/or punctuality since last
review meeting**



**PREPARE
PROSECUTION**

Reaching high, dreaming big, filled with the fullness of God's love



Christ Church Hanham CE Primary School

Nurture with love - **Grow** through knowledge and wisdom - **Flourish** in hope

Formal guidance informing this policy

Relevant legislation

[The Education Act 1996](#)

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020

The Education (Pupil Registration) (England) Regulations 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007

Relevant government guidance

[Working together to improve school attendance](#)

[Parental responsibility measures for attendance and behaviour](#)

[Children missing education](#)

[Keeping children safe in education](#)

[Working together to safeguard children](#)

[Elective home education](#)

[Alternative provision: statutory guidance for local authorities](#)

[Exclusion from maintained schools, academies and pupil referral units in England](#)

[Supporting pupils at school with medical conditions](#)

[Ensuring a good education for children who cannot attend school because of health needs](#)

[Promoting and supporting mental health and wellbeing in schools and colleges](#)

[Approaches to preventing and tackling bullying](#)

Local guidance

[South Gloucestershire school attendance guidance](#)

Reaching high, dreaming big, filled with the fullness of God's love