

# Cavendish Close Infant and Nursery School

## Attendance Policy 2022 - 2023

### Our School Vision



CAVENDISH CLOSE  
INFANT SCHOOL

CCIS

We are Attendance HEROes

(Here Every day Ready and On time).

<b>Attendance Leader</b>	<b>Attendance Champion</b>
Mrs. N. Asghar	Mrs. J. Leadbeater
Assistant Headteacher	Attendance Champion
Policy reviewed – October 2022	To be reviewed – September 2023

## Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

We recognise that good attendance and punctuality are key to raising achievement.

This policy is written with the above statement in mind and underpins our school vision of wanting our children to achieve our **STAR Expectations** and succeed in life within an ever-changing world.

We want our children to be ready for the next stage of their education personally and academically. Good attendance and punctuality plays a significant role in this.

When our children move on from us, we want them to be:

<b>C</b>	<b>Curious, Determined, Brave and Flexible Learners</b>
<b>C</b>	<b>Confident Communicators, Readers, Writers and Mathematicians</b>
<b>I</b>	<b>Independent and Able to Make Safe, Healthy and Happy Choices</b>
<b>S</b>	<b>Sociable, Respectful, Resilient, Kind and Ambitious</b>

We seek to work in partnership with our parents and carers to ensure the best possible start for each child and regular attendance and punctuality are an essential part of this partnership.

For our children to gain the greatest benefit from their education, it is important they attend school regularly and on time. We expect our children to commit to being Attendance HEROes (**Here Every day, Ready and On time**):

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and progress. Any child's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## Aims and Objectives

At Cavendish Close Infant and Nursery School, we aim to raise achievement through promoting attendance and punctuality levels of 96% and above. Our aims are:

- to foster a high expectation of attendance in school on a regular basis
- to raise family awareness of the importance of a child's regular attendance at school
- to assist parents, carers and children through clear procedures and expectations for staff, parents, carers and children regarding attendance and punctuality
- to regularly inform parents/carers of their child's attendance levels at school
- to safeguard vulnerable children through clear measures for dealing with absence and lateness

*Under Section 444 of the Education Act 1996, parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of a child where he or she is a registered pupil. Failure to discharge this duty may result in the Local Authority prosecuting the parents and each parent may be fined.*

In school the register is taken twice a day, each day consists of two sessions. Each child is marked / \ (present) or O (absent). If a child is marked absent, a code indicating the reason for the absence is recorded against the child's name.

The Attendance Leader has responsibility for deciding if an absence is authorised or un-authorised. School staff do not need to accept a parental explanation for a child's absence, whether written, telephoned or given in person, if they doubt the explanation.

Absences should be reported to the school office before 9.00 a.m. on the first day of absence and each day thereafter. This can be done by telephone message, verbal, email or by letter. If this is not done, school will make a call home to seek an explanation for the absence, where possible.

Attendance at school is monitored on a regular basis by the Attendance Team. Should a child's attendance fall below 95% parents/carers will be informed to make them aware. Should attendance fall below 90% parents/carers will be contacted to discuss their child's attendance. Attendance below 90% is classed as 'Persistent Absenteeism' and these children are discussed on a regular basis with the Education Welfare Officer.

If poor attendance continues, school will liaise further with the Education Welfare Officer, who may contact the parents/carers and/or arrange a joint meeting with parents/carers and school to try to resolve the issue by agreement. If ways of trying to improve the child's attendance fail, the Education Welfare Service may issue a Penalty Notice or use Court proceedings to prosecute parents/carers.

### Authorised Absence or Lateness

For the purpose of this policy, the school defines:

Absence as:

- Arrival at school after the register has closed.
- Not attending at school for any reason.

An authorised absence as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments, which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

### Unauthorised Absence

An unauthorised absence as:

- No satisfactory explanation has been given to explain the lateness or absence.
- There is reason to doubt the accuracy of the reasons given for the lateness or absence.
- Parent/carers keeping children off school unnecessarily or without an acceptable reason.
- Absences, which have not been properly explained.
- Arrival at school after the register has closed with no acceptable reason.

Unsuccessful attempts to contact the home via telephone call, email or text messaging stating a phone call back will be recorded.

## Door Stop Visit Procedure

Doorstop visits allow schools to learn about the underlying reasons behind poor attendance by opening a dialogue with parent/carers. The Educational Welfare Officer is able to offer this support when required.

## Absence Procedure

Attendance and Lateness is tracked on a weekly basis by the Attendance Team.

Absence Procedure	
<b>Initial Absence</b>	First day calling – phone call if no contact has been made with school.
<b>Stage 1</b>	Phone call to parents/carers - awareness of decline in attendance – monitoring Below 95% - <b>Letter 1</b> - Attendance Team to send a letter home expressing our initial concerns – monitor. Attendance Team to use discretion as necessary.
<b>Stage 2</b>	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring – Below 90% - <b>Letter 2</b> - Attendance Team to send a letter home where there is no improvement after sending Letter 1. Weekly well-being calls made - meeting to discuss ways we can support child's attendance. Monitor for 6 weeks.
<b>Stage 3</b>	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring. Support families as necessary Below 90% - CONTINUE TO DECLINE - <b>Letter 3</b> - Arrangement of a formal meeting/telephone consultation with EWO. Support families as necessary. Parents/Carers may be issued with a fixed penalty notice, a parenting order or told that formal proceedings for prosecution (court warning letter) will be taken resulting in a fine of up to £1,000 and a criminal record.

## Late Procedure

<b>Stage 1</b>	Late on 3 occasions – phone call made. Late on 6 occasions - initial concern <b>Letter 4</b> to monitor punctuality to be sent. (Monitor punctuality)
<b>Stage 2</b>	Further decline will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

*(See Appendix 1 for letter templates).*

## Safeguarding at Cavendish Close Infant and Nursery School

We believe in supporting the whole family; our first duty of care, however, is to the child. Where there is any doubt regarding the safety and wellbeing of a child, we will follow our Child Protection and Safeguarding Policy. We value an open and honest relationship with our parents or carers with good communication.

## Attendance of Looked after Children and Children with a Social Worker

Looked After Children and Children with a social worker are the priority for first day response calls. Class Teachers will always complete registers in a prompt and accurate manner, in order to ensure checks can be completed by the

Attendance Team in a timely manner. The Attendance team in partnership with social workers will intervene if there is evidence of unauthorised absences from school in order to ascertain any difficulties and remove barriers.

## Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016.

### As a school we are now required to:

- Inform the local authority in **every** circumstance when deleting a pupil's name from the admission register
- Inform the local authority of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the local authority when registering new pupils, including the pupil's address and previous school.

### If a child is leaving our school, parents are asked to:

- Give the school comprehensive information about their plans, including any date of a move and your new address and telephone numbers, the child's new school and the start date when known, the school office will provide a form for parents/carers to complete.
- If pupils leave and we do not have the above information, then a child is considered a '**child missing in education**'. This requires schools and local authorities to then carry out investigations in accordance to 'Derby City Council Children Missing from Education. Revised Operational Framework January 2019' to try and locate the child, which may involve liaising with Children's Services, the Police and other agencies. By providing the above information, these investigations can be avoided.

## Procedures

The school applies the following procedures in deciding how to deal with individual absences:

**Illness** - Parents are requested to inform school by phone or email by 9.00 a.m. on the first day of absence and each day thereafter explaining the reason for the absence.

If a child has been sick **and the sickness is considered viral**, they should stay at home for 48 hours to avoid passing the illness on to others.

**Recurring Illnesses** - Through our attendance monitoring procedures, should we identify children with recurring periods of illness, we may request supporting medical evidence for our records. E.g., Appointment cards/letters, second part of prescriptions or prescribed medicines (including labels) can be shown. This in turn will allow us to authorise the absence.

**Appointments** – School should be given prior notification of medical appointments by email/phone call, verbal or a letter. Wherever possible, all appointments should be made outside of school time either before or after school or during the school holidays. Should an appointment be necessary during the school day, please provide an appointment card/letter/text notification confirming this.

**Leave of Absence** - From September 2013, Headteachers no longer have discretion when authorising leave during term time. Leave of absence can only be agreed during term time under the grounds of exceptional circumstances. Requests made for family holidays, family weddings or to see relatives abroad are not deemed to be 'exceptional circumstances'.

The following examples may be considered exceptional circumstances:

- Significant family bereavement, i.e. Mother (step), Father (step) principal carer or sibling.
- Significant family illness to Mother (step), Father (step), sibling or principal carer.
- Involvement in court proceedings, either in the family courts or in criminal proceedings.

The process for requesting leave of absence will be communicated by completing 'Application for Leave of Absence' form that can be collected from the school office or downloaded from the website [see appendix 2].

## Registration

Children must attend school on time to be given a mark for that session [see appendix 3 for codes].

Our school Timings			
Beginning of the week: Monday and Tuesday (full days) and Wednesday morning.		End of the week: Wednesday afternoon and Thursday and Friday (full days).	
	Door opens	Registration	Home Time
<b>Nursery Full Days</b>	8:45am	8:50am	2:50am
<b>Wednesday Morning Half Day</b>	8:45am	8:45am	11:45am
<b>Wednesday Afternoon Half Day</b>	12:10pm	12:10pm	3:10pm

	Doors open	Morning Register	Home Time
<b>Reception</b>	8:45am	8:55am	2:55pm
<b>Year 1</b>	8:45am	9:00am	3:00pm
<b>Year 1 and Year 2</b>	8:45am	9:05am	3:05pm
<b>Year 2</b>	8:45am	9:05am	3:05pm

- Children arriving up to five minutes late (after registration) will be marked as 'L' – Late.
- Children arriving 15 minutes late or more will be marked as 'U' – Un-authorized late. This will be recorded as an **unauthorised absence**.

All children arriving late and missing registration must sign in at the School Office to comply with evacuation procedures in the event of fire or other emergency.

A child arriving late may seriously disrupt not only his or her continuity of learning but also that of others.

Staff input attendance and punctuality on to the School's Information Management System (Integriss), (See appendix 3 for codes). This also analyses the attendance for individuals, groups, classes and year groups. The Attendance Team is responsible for completing reports that are generated from the system. These reports give the name of each child and the dates of the absence and non-attendance reasons.

It is also a daily requirement that staff input attendance on the class 'Fire Register' (the red laminated class register). In the event of the alarm sounding and an evacuation of the building, the Fire Register should be taken outside so that all children can be safely accounted for.

A child's attendance record is monitored and any absence or continuous late arrival in school will be checked and actioned, this is the responsibility of the teacher. This may also involve the Education Welfare Service if school considers it necessary.

## Persistent and Severe Absence

**Persistent absence** refers to pupils who miss 10% or more of school.

**Severe absence** refers to pupils who miss 50% or more of school.

## Late Collection from school procedures

It is the responsibility of parents/carers to collect their child(ren) on time at the end of each school day. Cavendish Close Infant and Nursery School recognises that it has a statutory duty to safeguard and promote the welfare of all pupils therefore:

Late Collection Procedure	
<b>Stage 1</b>	Collected late on 2 occasions in one half term – phone call made. Late on 3 occasions - concern Letter 5 to monitor late collection to be sent. (Monitor late collection)
<b>Stage 2</b>	Further late collection will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

- All late collected children will be recorded and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents. (Letter 5)
- Where there is no improvement, in late collection, a referral will be made to the Local Authority.

## Penalty Notices

The Education Welfare Service is in place to support school with the monitoring of attendance and punctuality, to ensure that all children of compulsory school age are in school. Part of the role is to carry out official register checks and highlight any attendance concerns. Once a pupil's attendance falls below 90% the Education Welfare Officer (EWO) may make a home visit or require parents/carers to attend a meetings to discuss any concerns. Referrals may be made to other agencies for further support.

### Leave of Absence during Term Time

We have adopted a zero tolerance approach with regards to holidays during term time; this is in line with Local Authority and Government guidelines.

Families, who take children out of school in term time for holidays, may be subject to a legal process undertaken by the Education Welfare Service of the Local Authority. The 2007 Regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first four days of exclusion.

The following procedures will be followed in cases of unauthorised leave of absence:

- On return to school from a period of unauthorised absence, the Education Welfare Service is informed automatically and in line with Derby City Council procedures, a penalty notice is requested by the Headteacher for consideration by the Education Welfare Service, on behalf of Derby City Council.
- Parents/carers may receive a Penalty Notice issued by Derby City Council of £120 per parent, per child to be paid within 28 days. This is reduced to £60 per parent per child if paid within 21 days.

- If this amount is not paid by 28 days, the Local Authority will issue a summons for the parent/carer to appear in a Magistrates court.

Absence, lateness and term time holidays will be recorded in End of Year individual school reports.

**Strategies for Monitoring Good Attendance**

At Cavendish Close Infant and Nursery School, we will encourage punctuality and good attendance through:

<b>Breakdown of Rewards at Cavendish Close Infant and Nursery School</b>	
<b>Weekly</b>	Class attendance is tracked weekly. A certificate and trophy is given to the class with the best attendance. (Three children randomly selected with 100% are awarded with a certificate and sticker.)
<b>Half Termly</b>	The class with the best attendance for the half term is awarded with a non-uniform day during the first week back after half term.
<b>Termly</b>	Individual certificates and attendance badges are presented termly where 100% attendance has been achieved. A prize draw presented termly where 100% attendance has been achieved.
<b>Annually</b>	All children who achieve 100% attendance for the whole year are awarded with a certificate and a special attendance experience.

Our school acknowledges the importance of high levels of attendance and punctuality. Together:

**We are Attendance HEROes**  
**(Here Every day Ready On time).**

Date reviewed	By whom	Summary of changes	Date implemented



# Appendix 1

## Letter Templates

Absence Procedure	
<b>Initial Absence</b>	First day calling – phone call if no contact has been made with school.
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**Stage 2**

Further late collection will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

## Appendix 2

### Application for Leave of Absence

# Appendix 3

## Codes for Register

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

<b>W</b>	Work experience	Pupil is on a work experience placement
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<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day