



**Deanery C.E. Primary School**  
Academy Status

# **Attendance (of children) Policy**

## **December 2019**

## **Attendance (of children) Policy**

### **Rationale**

Regular attendance is an essential prerequisite of effective schooling and children need to develop and maintain habits of regular attendance and punctuality if they are to make the most of the education at Deanery CE Primary School. Parents have central responsibility in law to ensure that, once of age and registered at school, their child/children attend regularly and on time.

### **Aims**

At Deanery CE Primary School we believe that regular attendance is central to a child's potential success, giving access to opportunity and entitlement to education. We closely examine attendance and, in partnership with the parents, monitor individual pupil attendance to try to maximise the potential of each of our children.

### **Responsibilities**

Parents have a legal duty to ensure that their child/children receive an education, either by regular attendance at school or otherwise. They have other legal duties in relation to punctuality, dress and a positive attitude to education.

School has a legal responsibility to keep records of admissions and attendance. Governors have a legal duty to ensure that an Attendance Policy is in existence for the school.

To fulfil the various responsibilities, all 'partners' need to work together to develop strategies for achieving regular attendance for all our pupils. The school is requested to submit annual attendance information to the LA and regularly through the school Census. We are required to publicise attendance data for the preceding school year which we do on our website. Individual end of year pupil reports also include information of pupils' attendance showing the number of authorised and unauthorised absences during the school year. The Head Teacher is responsible for attendance and reports any issues to the Governing Body.

### **Practice and procedures**

#### **Registration**

Once a child has been offered a place at The Deanery their details are entered into the admissions register as follows:-

- Admission number
- Date of admission
- Full name
- Date of birth
- Address
- Male/Female
- Names of parents/guardian
- Previous school (if relevant)
- Contact information
- Medical information

Parents also complete a contact sheet with further details (See Contact Form – *Appendix 1*).

This information is transferred to our Administration computer system and copies of Data Extract Report for each pupil stored in school office.

#### **Monitoring of Attendance**

An Official Register is printed monthly reporting on pupil attendance. This is examined by the Attendance Administrator who brings any concerns to the attention of the Head Teacher each half-term. Staff also bring any attendance concerns to the attention of the Attendance Administrator, such as regular absences or persistent lateness, so that an individual attendance sheet can be printed, examined and appropriate action taken. A letter will be sent by the Head Teacher for any child whose attendance percentage is 90% or less as the Government categorises this as a 'persistent absentee'. The absences are also monitored for patterns of lateness and absences across the school to identify trends in relation to gender, seasonal patterns and patterns of authorised absences. Annual percentage attendance figures of individual pupils assist in individual

pupil value added data and individual pupil targets. Attendance data is also recorded in the termly census completed for the DfE.

The Head Teacher, as specified within this policy, deals with concerns of absence and informs the governors as appropriate.

### **Absences**

If a pupil is absent a parent should notify school by 9.15 a.m. on the same day, specifying the reason. This may be done by telephoning the school and leaving a message or informing the school office or the class teacher, an e-mail may also be sent to [enquiry@deanery.bham.sch.uk](mailto:enquiry@deanery.bham.sch.uk) and marked 'Absence'. A form will be completed, all parties subsequently informed and the register marked accordingly. School should be informed on a daily basis, or for a longer absence, the day of expected return. On return to school a written letter or notification of absence slip (*See Appendix 2*) should be sent stating the name of child, dates, reason for absence and signature of a parent/guardian.

A telephone call or text will be made to parents after 9.30 a.m., if the school is not made aware of the absence of a pupil. This is for the safety of all children, but hopefully we are advised before this happens, as administration time is precious.

A note or reason for absence from the parents does not necessarily authorise a pupil's absence, this is at the discretion of the Head Teacher.

A reason for absence is recorded on an absence sheet using the symbols indicated in the DfE Guidelines. These are distinguished between authorised and unauthorised absences. Authorised absences fall into various categories as shown in Appendix 9..

### **Medical Absences**

All medical absences should be informed as above. If parental endorsed absences or medical reasons become an attendance issue school will make regular contact with parents and may undertake the following course of action:-

1. Refer to School Nurse or ask GP for medical details.
2. Refer to Tuition Services.
3. Ask parents for sick note from GP for prolonged absence of more than 5 school days. (At Head Teacher's discretion).

### **Other absence**

Notification for an absence must be made in writing and preferably on the 'Notification for Leave of Absence during Term Time' form (*See Appendix 3*) to the Head Teacher. Absence is at the discretion of the Head Teacher and will only be made for extenuating circumstances.

Absences for sporting and drama events that are linked to our curriculum will usually be authorised at the Head Teacher's discretion. Children should attend school on the day and leave in time to attend the event. Absences that are not curriculum related will not usually be authorised, eg modelling assignments.

### **Holiday Requests**

Parents are strongly encouraged to ensure that their children attend school for 100% of the year. The Governors of the Deanery are opposed to children taking time off school for holiday purposes and no authorisation will be given for holidays unless they are extenuating circumstances; holiday requests will be marked as 'unauthorised'.

### **Collection of pupils during the school day**

There are occasions when a parent, grandparent, or authorised adult has to collect a child during the school day e.g. if a child is ill or has medical or dental appointments that could not be made out of school hours. Please inform the teacher or school office in writing, prior to this, if possible. In these cases the adult who collects the child is asked to sign the child out of school on the pupil signing in/out register at the school office. This details the date, name of child, time and reason for collection so that the school has an accurate number of pupils on site at any given time and enables us to monitor pupil attendance. When children return on the same day, the time of return is also noted.

If a child is poorly the teacher will use their initiative and knowledge of the child, to judge whether they are fit to stay in school. A senior manager will be informed and a member of staff will contact a parent or alternative contact from the 'Emergency Contact Form' should the child require to go home.

### **School Time and Arriving Late**

The governors and staff feel that punctuality is very important. Children who are late cause disruption to the staff and other children in the class, more importantly it is embarrassing for the child and is disruptive to their education. We therefore feel that it is important for parents to ensure that their child/children arrive at school on time. In KS2 school doors are opened at 8.45am until 8.55am. Children can go into school during this 10 minutes. Duty staff are on the playground and will lock the doors at 8.55am on the school bell. In FS/KS1, the children line up on the bell at 8.55am and the staff come outside and walk the children into class. The classroom doors are closed as the last child enters.

Once doors are closed at 8.55am in KS2 and once the class have walked into school in KS1 and closed the doors behind them, the children are deemed late and should enter school through the main entrance and be 'signed in' by a parent with the office staff. The close of registration is at 9.20am.

There are occasions when a child may be late. The parent/carer should take the child to the school office where they are 'signed in' on the pupil signing in/out register and the child is given a note 'Arrived Safely' (See *Appendix 4*) to give to the class teacher.

If a child is late a letter is sent to the parents from the Head Teacher- Late letter 1 (See *Appendix 5*) requesting them to contact the Head Teacher if there are reasons for the lateness. If the lateness persists a further letter is sent – Late letter 2 (See *Appendix 6*),

### **Dismissing children at the end of the school day & Late Collections**

The school day ends at 3.30pm (12.00 noon for Nursery) and it is expected that parents/carers will collect the children from the year group door.

Staff have other duties at the end of a school day and children who are not collected by 3.40 pm will be taken to the school office. Any parents who are late collecting their children on a regular basis will receive a letter (see *Appendices 7 and 8*). On any further late collections the Head Teacher will speak to the parents. If late collection continues the child/children may be booked into the Foxes Club (if there is space) and a charge will be incurred. Persistent lates will result in a meeting with the Head Teacher.

Parents of children in Year 5 or Y6 who are happy for their children to walk home should inform school in writing, stating clear instructions and permission.

### **Before and After School Club**

There is a Before and After School Club (Foxes Club) that is run our Children's Centre Manager and a team of play workers in Deanery Children's Centre. It is run for the sole purpose of looking after children whose parents are busy at the start and end of the school day. The Club is available from 7.30am in the morning and until 6.00pm in the evening. Sessions should be pre-booked in the Children's Centre or by phoning the Administrator on 0121 351 5267.

### **Emergency**

On a rare 'emergency' occasion when a parent may be unavoidably delayed, they should inform the school office as soon as possible so that the teacher and child can be informed. The child will remain with a senior member of staff and wait for the parent to arrive. Regular 'emergencies' will be deemed as a late collection.

### **Equal Opportunities**

The Governors and staff of the Deanery strongly believe that regular and punctual school attendance is vital if pupils are to benefit from the opportunities, which we offer them. Detailed planning and marking takes place to ensure continuity and progression in the learning process.

### **Liaison**

The governors, staff, parents and IFST will work together to ensure a high level of attendance, a high level of punctuality and low level of unauthorised absence at our school.

Parents are informed of the timing of the school day to help them ensure their child/children are punctual. The parents also receive regular up-dates and reminders of the school term dates and staff training days on school newsletters and on the web-site. Attendance and punctuality details are reported on each child's 'end of year report'. Details are also passed to the next school on transfer.

### **Re-entry strategies for absentees**

On return to school following an illness, class teachers usually ask pupils if they are feeling better and this reflects our caring school environment. If a child is admitted to hospital or the school knows there is going to be a long absence due to illness, their classmates will usually send a 'get well' card(s) to maintain contact. Under these circumstances and if appropriate the class teacher may set some work for the child, this will be in close liaison with the parents. Parents should always send a letter to inform school about the reason for absence on their child's return.

### **Deletion of pupil from school roll**

A pupil is deleted from the school roll when he/she is registered as a pupil of another school or if the pupil has been continuously absent for not less than 20 school days, such absence was not authorised, the school does not have grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause, and the school has failed after reasonable enquiry to ascertain where the pupil is.

Policy first written and adopted	August 2006
Policy reviewed by Kirsty Cullen, Deputy Head Teacher	September 2017
Agreed and accepted by Governing Body	December 2017
Policy reviewed by Kirsty Cullen, Deputy Head Teacher	December 2019
Agreed and accepted by Governing Body	December 2019

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**Appendix 1**

**Deanery C.E. Primary School**

**PUPIL INFORMATION**

GDPR 2018: The data requested on this form is necessary for the school to comply with its legal obligations and to protect a pupil's vital interests. The information requested will be used to administer the named child's progress through the education system. It may be shared with the DfE, LA, schools or colleges with whom the child is or becomes associated, training establishments, health and welfare practitioners and other organisations who may from time to time be nominated by the DfE. Please see the Privacy Notice enclosed, which explains how we process this information.

***The following information should be completed by parent(s) or guardian(s) and returned to school as soon as possible. ALL parts of this form must be completed.***

Child's information

Legal Surname	Legal Forename
Other Names	Date of Birth
Gender M/F	
Home Address	
Postcode	
Child's 1 <sup>st</sup> Language/Language spoken at home	
Date of admission	

Name of sibling(s) currently at the Deanery CE Primary School

Full name	Date of birth	Year Group

**Previous School(s)/Nursery/playgroup:**

\_\_\_\_\_

**Is your child entitled to Free School Meals**                      Yes                         No  

**If you have indicated that your child is eligible for Free School Meals, please contact the school office to complete the relevant form.**

Is the child subject to any specific orders that might affect parental responsibility (eg Looked After Child/Special Guardianship Order/Residency Order)? (Y/N)\_\_\_\_\_ (If YES, please provide details)

## RESPONSIBLE PARENTS AND CONTACTS

***The 1989 Children Act requires the school to establish a child's "responsible parents" and be able to make the distinction between parents who are legally responsible parents and those who care for a child but are not legally responsible. Responsible parents are a child's natural parents or an adult who has gained the status of a responsible parent via an appropriate legal agreement.***

***You are asked to include the names and addresses of ALL responsible parents and information about any others who you would wish to be contacted in an emergency. This may include someone who is presently caring for your child but is not a "responsible parent" within the definition contained in the Children Act.***

***Please list contacts in the order you would wish them to be contacted. Unless indicated otherwise, it will be assumed that all contacts also have permission to collect your child from school. If you wish to give permission for further adults to collect your child, please complete an 'Additional Collection Form'.***

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### **Contact 1 (must be a parent/carer)**

**PLEASE WRITE CLEARLY**

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Parental Responsibility? **(Y/N)** \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Is the child living at this Address? **(Y/N)** \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Occupation: \_\_\_\_\_

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### **Contact 2 (parent/carer wherever possible)**

**PLEASE WRITE CLEARLY**

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Parental Responsibility? **(Y/N)** \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Is the child living at this Address? **(Y/N)** \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Occupation: \_\_\_\_\_

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### **Contact 3**

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship (Relative/Neighbour etc): \_\_\_\_\_ Parental Responsibility? **(Y/N)** \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Is the child living at this Address? **(Y/N)** \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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### **Contact 4**

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship (Relative/Neighbour etc): \_\_\_\_\_ Parental Responsibility? **(Y/N)** \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Is the child living at this Address? **(Y/N)** \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Medical Details**

**Doctor's Name:** \_\_\_\_\_ **Practice Name** \_\_\_\_\_

**Address of Practice:** \_\_\_\_\_

\_\_\_\_\_ **Tel No:** \_\_\_\_\_

We need to know about any medical conditions your child may have. Please tick **all** relevant boxes

Asthma	<input type="checkbox"/>	ADHD	<input type="checkbox"/>	Colour blindness	<input type="checkbox"/>
Eczema	<input type="checkbox"/>	ASD	<input type="checkbox"/>	Eyesight problems	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Hearing problems	<input type="checkbox"/>
Hay fever	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>

Other (please specify) \_\_\_\_\_

Are there any other illnesses or conditions that we should be aware of? Yes  No

If Yes, please specify here \_\_\_\_\_  
(please continue on a separate sheet if necessary)

Does your child have any allergies or dietary needs that we should be aware of?  
Yes  No

If Yes, please specify \_\_\_\_\_

Does your child require any ongoing medication? Yes  No

If Yes, please give clear information about the name of the medication, strength and dose, even if it is not required during the school day.

\_\_\_\_\_  
\_\_\_\_\_

If your child requires medication to be administered in school please contact the school office for the appropriate form.

Does your child wear corrective glasses or contact lenses? Yes  No

Does your child wear hearing aids? Yes  No

Is your child left or right handed? Left/Right



Does your child have a statement of Special Educational Needs Yes  No

Does your child currently receive extra help at school/nursery? Yes  No

If yes, please provide further details/information \_\_\_\_\_

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Do you have contact with any outside agencies such as Speech Therapy, CAMHS, Social Services, Educational Psychology, Pupil and School Support?

Please state \_\_\_\_\_

Have you any areas of concern? If so, please detail below.

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Please give below any other information you would like us to know:

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I certify that to the best of my knowledge, the information I have supplied is complete and correct. I understand that the head teacher must be informed of any changes which might affect my child's education.

Name: (BLOCK CAPITALS) \_\_\_\_\_ Signature: \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS FORM.**  
**Please complete the Ethnic Monitoring Form also enclosed.**

**Appendix 2 (Attendance Policy)**  
**ABSENCE NOTIFICATION**

My child ..... class: .....

was absent on ..... due to .....

Yours sincerely

.....  
(Parent/Guardian's signature)

✂.....

**ABSENCE NOTIFICATION**

My child ..... Class: .....

was absent on ..... due to .....

Yours sincerely

.....  
(Parent/Guardian's signature)

✂.....

**ABSENCE NOTIFICATION**

My child ..... Class: .....

was absent on ..... due to .....

Yours sincerely

.....  
(Parent/Guardian's signature)

✂.....

**ABSENCE NOTIFICATION**

My child, ..... Class: .....

was absent on ..... due to .....

Yours sincerely

.....  
(Parent/Guardian's signature)

✂.....

**Appendix 3**



**DEANERY C.E. PRIMARY SCHOOL  
Academy status**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

**Please complete the top section of this form. Your request for absence will be considered by Mrs Luckett and a signed copy of the form returned to you.**

**Holiday Requests**

**Parents are strongly encouraged to ensure that their children attend school for 100% of the year. The Governors of the Deanery are opposed to children taking time off school for holiday purposes and no authorisation will be given for holidays unless there are extenuating circumstances; holiday requests will be marked as 'unauthorised'.**

I wish to request leave of absence for the following reason:

.....  
.....  
.....

**INCLUSIVE DATES**

FROM ..... TO: .....  
Name of child ..... Class: .....  
Name of child ..... Class: .....  
Name of child ..... Class: .....

Following Government guidance and the school 'Attendance Policy', I note all holidays are unauthorised.

**Signed** ..... (Parent/guardian) **Date:** .....

**PLEASE RETURN TO SCHOOL OFFICE**

**ABSENCE RECORD**

Following Government guidance and our school 'Attendance Policy', the following has been recorded in our register:

..... days Authorised Absence Code \_\_\_\_  
..... days Unauthorised Absence Code \_\_\_\_

Signed by: ..... Date: .....  
Head Teacher

**Appendix 4 – Arrived safely in school slip**

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

DATE: \_\_\_\_\_

**I have arrived safely in  
school**

RECEIVED BY: \_\_\_\_\_ (Class Teacher)

## Appendix 5 – Late a.m. – Letter 1

Date:

Dear \_\_\_\_\_

Our records show that your child/children \_\_\_\_\_ has/have recently had several occasions when he/she has arrived late to morning school this term (no. of sessions \_\_\_\_\_).

It is a considerable disruption to the class and teacher when this happens, apart from an embarrassment to the child.

School sessions commence at 8.55 a.m. and therefore pupils need to be in the playground by this time. Please can you make every effort to get them to school on time every day.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 6 – Late a.m. – Letter 2

Dear

Our records show that your child/children \_\_\_\_\_ continue to have occasions when they arrive late for school ( \_\_\_\_\_). This has already been addressed with you on \_\_\_\_\_.

It is unacceptable and a considerable disruption to the staff and classroom environment. School sessions start at 08.55a.m. and therefore pupils must be in school at this time.

Please make every effort to bring your child to school on time every day. If the frequency of lateness continues I will have no alternative but to inform the relevant authorities who will take up this matter.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 7 - Late collection – Letter 1

Dear

Our records show that your children ..... have recently had many occasions since ..... when they have been collected late from school (..... occasions).

It is a considerable disruption to the staff and is preventing them from undertaking other duties. In addition it can upset the children and sets a bad example to them. School sessions end at 3.30pm and therefore pupils need to be collected at this time. Please make every effort to collect your child from school on time every day.

We have a Before and After School Club where you can safely leave your child. Please register your child into this club by contacting the school office or telephoning the Foxes Club on 07804 651096 or 0121 351 5267.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 8 – Late collection – Letter 2

Dear

Our records show that your child/children \_\_\_\_\_ continue to have occasions when they have been collected late from school (\_\_\_\_\_). This has already been addressed with you on \_\_\_\_\_.

It is unacceptable and a considerable disruption to the staff and is preventing them from undertaking other duties. School sessions end at 3.30pm and therefore pupils must be collected at this time.

Please make every effort to collect your child from school on time every day. If the frequency of lateness continues I will have no alternative but to inform the relevant authorities who will take up this matter.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school .

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher



## **Appendix 9 – Absence Codes**

### **CONTENTS**

INTRODUCTION  
THE EDUCATION (PUPIL REGISTRATION) (ENGLAND) REGULATIONS 2006  
FURTHER GUIDANCE

### **THE CODES**

/\ Present  
B Educated off site (NOT Dual registration)  
C Other authorised circumstances (not covered by another appropriate code/description)  
D Dual registration (i.e. pupil attending other establishment)  
E Excluded (No alternative provision made)  
F Extended Family Holiday (agreed)  
G Family Holiday (NOT agreed or days in excess of agreement)  
H Family Holiday (agreed)  
I Illness (NOT medical or dental etc. appointments)  
J Interview  
L Late (before registers closed)  
M Medical/Dental appointments  
N No reason yet provided for absence  
O Unauthorised Absence (not covered by any other code/description)  
P Approved sporting activity  
R Religious observance  
S Study leave  
T Traveller absence  
U Late (after registration closed)  
V Educational visit or trip  
W Work experience  
X Untimetabled sessions for non-compulsory school-age pupils  
Y Enforced closure  
Z Pupil not on roll  
# School closed to pupils

## Appendix 10

Dear

**School attendance** – (dates to be inserted)

As part of our school practice and Government legislation we have to monitor attendance. The Government has raised the bar and any child with attendance of 90% or less is categorised as a 'persistent absentee.' This is monitored by the Local Authority and the Government. \_\_\_\_\_ (child's name) absence is currently below this figure at \_\_\_\_\_ respectively.

If you know your child has poor attendance due to a holiday or a number of days illness then this statistic will quickly move above 90% as the attendance improves.

Children who end the year with attendance of 90% or less often do less well than their peers and struggle to keep up with their class mates. I am writing this letter as parents are often unaware that the absence record is so low.

School will continue to monitor the absence over this term. Please make an appointment to see me if you have any concerns or there is an issue we need to be aware of.

Thank you for your support.

Yours sincerely

Jayne Lockett (Mrs)  
Head Teacher