



Northfields
INFANTS & NURSERY SCHOOL

Attendance Policy

Date agreed by staff: September 2022
Date agreed by Governors: November 2022
Date to be reviewed: September 2024

*'Nurturing and inspiring our
learners to reach for the stars'*

1. **Purpose**

Northfields Infants and Nursery School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in this school community to maximise their learning.

2. **Scope**

This policy is applicable to all staff, parents/carers and children.

3. **Definitions**

Attendance Improvement Officer (A.I.O)

Local Authority (L.A.)

4. **Development of Policy**

The school has followed LA guidelines and this policy is based on the LA model policy.

5. **Policy**

The responsibility for good attendance is shared between school, parents/carers/carers and pupils. All these groups need to understand the expectations which the policy makes of them.

The expectations for school:

- Northfields Infants and Nursery School will provide a safe learning environment.
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- Northfields Infants and Nursery School will follow up all instances of poor attendance and punctuality.
- Each parent/carer sees their children's attendance through the Arbor app.

The expectations for parents/carers/carers:

- Parents/carers are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents/carers will inform school on the first day of absence, of the reason for their child's absence from school.
- Parents/carers will maintain regular communication with school staff where necessary.
- Parents/carers will ensure that school are informed of any changes of contact details.

The expectations for pupils:

- All pupils are expected to attend school and all of their lessons regularly and punctually.
- Pupils must remember to hand any note giving reasons for absence to the relevant person.
- Pupils are expected to be ready to learn.

School Opening

- School doors open at 8.50am. Pupils may enter the building at that time.

Registration

- Registers are called at 8.55am and 1.20.pm for KS2 and 1.00 pm for KS1. The classroom doors are open from 8:50. Registers close at 9.15.am and 1.25pm. Registers are marked consistently by staff.
- Any pupil arriving after closure of the register will be marked absent for the whole of the session.
- Registers will be marked in accordance with DfES guidance.

Lateness

- Any pupil arriving after registers close should report to the School Office.
- Lateness is recorded in Arbor.
- Parents/carers are questioned as to why their child is late for school.
- Late arrival is transferred to the registers by the admin team.
- If a child has arrived late in school and a fire breaks out, it is clear to anyone taking a register that they are present.

Following up Lateness

Parents/carers, whose children are regularly late for school, will be contacted by the school to bring about an improvement in punctuality. If there is no improvement, they will receive a letter from the office. If there is still no improvement, a second letter will be sent and the Attendance Improvement Officer may be informed.

- Strategies might be used to improve punctuality with individual parents/carers/children.
- If late arrivals are due to circumstances outside the pupil's control e.g. delayed buses, road closure, lates are marked as authorised.

Absences

- Notification must be provided for all absences from school.
- Absences are authorised by designated staff (HT or DHT) within the school. Only exceptional circumstance will be authorised.
- School may decide not to authorise absence, even when a reason is provided.
- The school accepts notification by telephone, letter, e-mail (admin@northfields.herts.sch.uk) or in person.

Safeguarding Risks (Absent or Missing from School)

- Pupils who are frequently absent on repeated occasions or for prolonged periods without a valid reason may trigger a safeguarding risk and the Designated Safeguarding Lead will treat this as a child missing in education/child absent from education. This can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation (See **Following Up Absence** below). For further guidance, read [Working together to improve school attendance](#).

Leaving and returning to School during School Day

- When pupils leave or return school during the school day, office staff must be notified by the parent or carer.
- Office staff complete a reason for removal comment in the 'Off-Site' Book once the parent/carer has come to sign their child out.

Truancy

- Northfields Infants and Nursery School works with parents/carers, pupils and staff to reduce truancy.
- Northfields Infants and Nursery School works with other appropriate professionals to ensure that truancy by individual pupils does not occur.
- Parents/carers will be advised by phone, if their child is found to have played truant.
- If a child is found to be missing from school premises, the police will be informed.
- Sanctions would be applied, e.g. lunchtime or playtime detention.

Following up Absence

- Northfields Infants and Nursery School follows up all absences from school. Admin staff contact the parent to ascertain the reason for absence, this is logged and the class teacher is informed via the register.
- On the first day of absence if the office have not been contacted, the attendance coordinator will ring to find out where the child/children are and why they are not in school.
- The Head teacher writes to parents/carers when their child/children's attendance record causes concern. The AIO Attendance Improvement Officer may also be contacted to support improved attendance.
- See Attendance Flow Chart on the actions the school will take with persistent absenteeism.

Term Time Holidays

- Holidays taken during school time will not be authorised unless due to an exceptional circumstance and agreed by the Head Teacher.
- Information is provided in the school newsletters.

Penalty Notices

At Northfields Infants and Nursery School we expect parents/carers to work with us to address attendance problems. If a pupil has at least 10 sessions (half day= 1 session) unauthorised absence in a term (including unauthorised holidays) the Headteacher may ask the LA to issue a Penalty Notice. Please refer to the policy LA Policy on School Attendance 'The Use of Legal Action'

Working with the Attendance Improvement Officer (A.I.O)

- Northfields Infants and Nursery School works in partnership with the allocated A.I.O to improve attendance for individual pupils and the whole school.
- The Head teacher/Attendance Co-ordinator meets the A.I.O on an agreed schedule. Attendance is monitored and attendance which causes concern is identified.
- Northfields Infants and Nursery School works with individual pupils and their parents/carers to improve poor attendance.
- The school send out letters to parents/carers of pupils who have had attendance below 90% per term, unless there are extenuating circumstances e.g. bereavement, or the school is aware of a diagnosed medical condition.
- If there is no improvement, the AIO will be informed and may write to the parent.
- When attendance does not improve sufficiently, and after discussion with the A.I.O the school will make a formal referral to Social Services.

Publication of Information

- Details of notification of absence are included in the Home School Agreement.
- Parents/carers, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis.
- Northfields Infants and Nursery School shares information on individual pupils' attendance as necessary with parents/carers, pupils and staff.
- Pupils are informed about the importance of school attendance in a variety of ways including assemblies and during registration.
- The Office is responsible for ensuring that termly attendance data is provided to DfE.

A summary of the policy should be included in the School Prospectus / School Guide and Information for New Parents/carers.

Appendix A ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

Appendix B Attendance Flow chart for process

Appendix A

| ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS CODE | DESCRIPTION | MEANING |
|---|--|-----------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| F | Extended family holiday (agreed) | Authorised absence |
| G | Family holiday (NOT agreed <u>or</u> days in excess of agreement) | Unauthorised absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |

| | | |
|----------|--|-------------------------------------|
| M | Medical/Dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observance | Authorised absence |
| S | Study leave | Authorised absence |
| T | Traveller absence | Authorised absence |
| U | Late (after registers closed) | Unauthorised absence |
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience | Approved Education Activity |
| X | School closed to pupils | Not counted in possible attendances |
| Y | Enforced closure | Not counted in possible attendances |
| Z | Do not use | Not counted in possible attendances |
| I | Non- compulsory school age absence | Not counted in possible attendances |
| # | School closed to pupils & staff | Not counted in possible attendances |
| * | Pupil not on roll | Not counted in possible attendances |
| - | All should attend/No mark recorded | Not counted in possible attendances |

ATTENDANCE – FLOW CHART FOR SCHOOL PROCESS

Letter 1

Send if attendance falls below 90%



Letter 2

Send if attendance continues to fall 90% and below
Unauthorised: requires medical evidence.



Penalty Notice Letter

Send after one day of absence after Letter 2 being sent.



Invite Parents/carers in to meet with the Family Support Worker.



Weekly monitoring – 15 sessions of absence from Letter 2 unless
medical evidence is supplied.



As soon as 15 sessions of unauthorised absence is reached, issue
Fixed Penalty Notice paperwork.