



Attendance Policy

Ratified: _____

Date of Policy: September 2024

Date of Review: September 2027

Signed by Head Teacher: _____ Date: _____

Signed by CoG: _____ Date: _____

Kobi Nazrul Attendance Policy

At Kobi Nazrul are fully committed to maximising the achievement of all pupils. We believe there is a clear link between good attendance and educational achievement and strive to ensure that all pupils attend school regularly and on time.

We believe that:

- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities offered within school
- Parents/carers play an exceedingly important role in supporting the school and encouraging their children to reach and maintain good levels of attendance
- A broad and balanced education is dependent on regular and punctual attendance at school.

Statement of Expectations:

What the school expects of the pupils:

- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the office if arriving after 8.50am (The side gate is closed at 8.45am promptly so the only access into school after this time is via the office)

What the school expects of parents/carers:

- To fulfil their responsibility by ensuring their children attend school regularly and on time
- To ensure that they contact the school before 9.00am on the first day their child is unable to attend, giving a reason for the absence
- To ensure their child arrives on time and is well prepared for the school day

Where possible arrange appointments outside of the school day. If this is not possible parents should inform the school and seek authorisation for any forthcoming appointments

- To ensure the continuity of their children's education by taking holidays during the school holiday period. In **exceptional circumstances** where this is not possible parents are asked to request leave in term time by completing the application in advance of the holiday. It is **very rare** for absence to be authorised during term time and will be done in relation to the agreed criteria and guidance set by the Local Authority. No authorisation will be given within the first 3 weeks of the school year, during SATs period and if attendance is less than 97%.

Parents and pupils can expect the school to:

- Set and share attendance targets for the school year
- Provide a broad and balanced education that is dependent on regular attendance at school
- Efficiently and accurately record attendance and respond swiftly to any concerns
- Contact parents on the **first day** their child does not attend school without providing good reason
- Liaise closely with any appropriate agencies to assist and support parents and pupils where needed
- Notify parents of their child's attendance record through regular reports home.

Attendance procedures:

Registration:

- Registration begins at 8.45am each morning and immediately after pupils return to class after lunchtime break. Registers are sent electronically at 8.50am. **Registers are closed at 9am. Any child arriving after 9am will be marked as late.**
- Class Teachers insert a mark for every pupil present on the electronic register. Lateness and reasons for absence, if not filled in by the teacher, is entered by the admin team. Paper registers are used by visiting teachers and the data inputted by a member of the admin team
- Staff are in their classrooms from 8.40am
- The morning register closes at 8.55am and the afternoon register closes 5 minutes after the end of Lunchtime break
- The register is sent electronically immediately after morning and afternoon registration

Lateness:

Children arriving after morning or afternoon registration should report to the school office. An allocated member of staff enters the child's name, class, time of arrival, and reason for lateness. The school's procedures for dealing with lateness are:

- On August 19th 2024 new statutory guidance came into force. As a result the school has amended its procedures for addressing lateness as follows:
- Regular fortnightly checks of lateness
- **When there have been 3 late marks recorded in any 10 week rolling period then a letter will be sent home. After 5 lates parents/ carers will be asked to attend a meeting with the DHT to discuss the reasons and put in place any appropriate support**
- **Continued lateness in the 10 week period will result in parents being asked to another meeting and could result in the local authority issuing a fine (Please see Appendix 1)**

Before any action is taken by the school the reasons for the lateness will be identified. In some cases, the lateness letters will not be sent. Every case will be reviewed separately.

Absence:

- Class Teachers should ensure parents are aware of the requirement to speak to a member of the admin team on the first day of return from absence where no reason has otherwise been given
- Any messages from parents should be communicated to the school office to ensure that the appropriate symbols are in the register. Where there has been communication from parents/ carers giving a justifiable reason for absence, the absence may be authorised on Integris
- If no information is available or forthcoming regarding a pupil's absence, it will remain unauthorised unless a justifiable reason is obtained. 10 sessions of unauthorised absence in a 10 week period may result in the Local Authority issuing a penalty notice (Appendix 1)

Responding to attendance issues:

- The school will record all attendance related messages from parents, notify the class teacher and put a note on integris. Parents will be informed if the absence is to be unauthorised and a reason will be given
- The school will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence
- When a child is absent and contact cannot be made by telephone, there will be a follow up telephone call the next day if the pupil is still absent. In some cases, a home visit by the school attendance team may be arranged. If on the third day no contact is made then the emergency contact will be 'phoned. If there is still no conversation with parents/carersthe school will contact the 'Children missing in Education team' for further advice.
- The school will identify and monitor children whose attendance gives cause for concern linked to criteria for Persistent Absence children. Letters are sent home half-termly and where further support is thought necessary, a meeting will be arranged.
- If a child's attendance is causing a letter requesting a meeting with the DHT will be sent to parents.
- School, year group and class attendance data will be collected, analysed and monitored. The school will respond promptly to any areas of concern identified.

Celebrating Attendance at Kobi Nazrul Primary School

Kobi Nazrul Primary School promotes positive attendance and punctuality at school and this remains one of the key priorities for the Leadership and Management.

The school's staff and Governing Body alongside the Local Authority and other agencies believe that it is **essential for all pupils to attend school on time and regularly and avoid any absence**. Any loss of time at school can adversely impact on a child's attainment and regular school attendance and punctuality is a benefit to all pupils.

The school works actively engaging with parents/carers to ensure our pupils achieve maximum attendance and reference is made to the LA attendance guideline/procedures and the school

and parents agreement.

At Kobi Nazrul Primary we believe it is also important to celebrate good attendance and punctuality which is a very important life skills and we celebrate attendance in the following ways:

Attendance Cup:

The class with the best attendance for the week is awarded the attendance cup. This is awarded to the class in our Friday weekly celebration assembly. Children's attendance celebrations will be featured in the weekly newsletter.

Termly Attendance Awards:

Individual reward for full term 100% attendance - certificates will be awarded to children from Reception to Y6 at the celebration assembly first week back from the school break.

Praise Postcards will be given to all children from Nursery to Year 6 where attendance for the term has been between the LA threshold of 96 to 99.99% and any child in yellow or red where intervention has taken place and improvement has been significant that term (exercise discretionary). The purpose of this is to also embrace and acknowledge the family's commitment and effort to work with the schools to improve attendance.

Annual 100% Attendance Prizes:

All children whose attendance has been 100% for the whole Academic year will be awarded a certificate and invited to attend a celebration event. The class with the best attendance for the whole year will receive a class treat organised by the class teacher.

Reintegration into School after Absence:

- The school will endeavor to support pupils returning to school after a long period of absence.
- School staff, in conjunction with relevant external bodies, will liaise closely on this issue and employ appropriate reintegration strategies as required.
- Looked After Children (LAC) will be supported through close liaison with social care and relevant external bodies. These children will be monitored through the school's highlighting procedures.

Attendance roles and responsibilities:

Senior Leadership Team

The senior member of staff with responsibility for attendance is the **Deputy Head Teacher**. Their role is to:

- Develop, monitor and review the attendance procedures and policy
- Set and monitor targets for improving attendance
- Support staff in their work related to attendance
- Prepare data for Governors
- Ensure data returns are sent to the appropriate bodies within the agreed cycle
- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely
- Refer children to the local authority when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance
- Keep up to date with current legislation and Government guidance
- Provide attendance and punctuality updates for the school website

Class Teachers:

- Complete registers accurately and submit electronically as soon as possible to the school office.
- Have regular discussions with pupils about the importance of regular attendance and punctuality
- Collect reasons for absence from parents/ carers, i.e. and ensure the messages are sent to the office
- Monitor individuals, as well as whole class attendance, in line with the school's procedure
- Pass on any trends they notice in the attendance of individual pupils and respond appropriately
- Liaise regarding any queries surrounding absence

Administration team:

- Telephone parents/carers on the first day of absence when pupils are absent without notification
- Communicate the reason for absence to the relevant member of staff.
- Complete statistical returns for LA, DfE
- Keep an up to date spreadsheet of lateness and attendance
- Inform parents/carers of attendance issues
- Identify children who are falling into the PA category
- Calculate the information for the winning class
- Complete the certificates at the end of each term
- Meet weekly with DHT to address any concerns/ issues

The Governing Body:

- Receives information from the Head Teacher and/or AWA on attendance
- Will be involved in setting school targets on attendance
- Will report to parents on issues relating to attendance and punctuality
- Will contribute to plans in response to where attendance is a cause for concern
- Support the school in its efforts to raise attendance
- May wish to contribute to the school's strategies to improve attendance, e.g. school based Non School Attendance Panels

Additional notes:

- This Policy will be reviewed every 3 years or in the event of significant policy change
 - Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.
 - This Policy has been developed in conjunction with DfE and LA Guidance:
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- The Education Act 1996
 - The Education Act 2002
 - The Education and Inspections Act 2006
 - The School attendance (pupil Registration) (England) Regulations 2024
 - Working together to improve school attendance (19th August 2024)

Current guidance can be found here:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Appendix 1:

PENALTY NOTICES

New National Framework for Penalty Notices for poor school attendance and unauthorised leave in term time effective from 19 August 2024.



Per Parent, Per Child

Penalty Notices will still be issued to each parent for each absent child.

For example – 2 siblings being absent for unauthorised leave in term time, will result in each parent receiving two separate fines.

Penalty Notices will be issued for:

- Term Time Leave: 5 consecutive days or more
- 10 sessions of unauthorised absence and/or lateness in a 10 week period

First Offence

The first time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days.

(Reduced to £80 per parent, per child, if paid within 21 days.)

Second Offence

The second time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days.

(There is no reduction for any early payment.)

Third Offence

The third time a penalty notice is issued, the case will be presented straight to the Magistrates Court.

Fines of up to £2500 per parent, per child, can be issued by the courts.

BEHAVIOUR AND ATTENDANCE SUPPORT SERVICE

London Borough of Tower Hamlets, Town Hall, 160 Whitechapel Road, London E1 1BJ

Email: LBTHAttendance&WelfareServiceAdmin@towerhamlets.gov.uk Telephone: 020 7364 3450

Appendix 2:

Guidance for parents/ carers for the application for leave of absence from school:

Tower Hamlets **DO NOT** authorise any holidays during term time. Leave will not be authorised for holidays, visiting relatives or because flights are less expensive, if taken in term time, as we have 12 weeks' holiday during the year.

Tower Hamlets are issuing fines for unauthorised holidays during term time.

Procedures for applying for extended leave:

1. Parents/ carers are asked to scan the QR code available in school to access the google form that needs to be completed, stating clearly the dates on which you will be leaving and returning and the reason for the absence then return it to Reception.
3. This will be passed to the Head Teacher who will make a decision about whether to authorise the absence or not.
4. Please do not leave the form until the last minute. It is very important that the school knows in advance of any holiday requests.

Appendix 3:

When will an absence be authorised?

Authorised Absence:

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is genuinely ill, family bereavement, religious observance. Each case will be treated individually.

Unauthorised Absence:

There are times when children are absent for reasons, which are **not** permitted by law. Examples of unauthorised absence are:

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Going shopping or for a hair cut
- Because it is your child’s birthday
- Going to the airport
- Other siblings are ill
- Family Holidays

Unauthorised Absences are monitored and are reported to the Local Authority