



# **Attendance Policy**



**Coton Green Primary School**  
**A Learning Family**

## Attendance Team

Attendance is everyone's responsibility, but key staff in school supporting this crucial area are:

|                 |                    |  |
|-----------------|--------------------|--|
| Richard Osborne | Headteacher        | <a href="mailto:office@cotongreen.staffs.sch.uk">office@cotongreen.staffs.sch.uk</a><br>01827 337456 |
| Vicki Eccles    | Deputy Headteacher |  |
| Annia Pegg      | Pastoral Lead      |  |
| Amy Stevens     | Office Manager     |  |
|                 |                    |  |

## Attendance Matters

Our Schools Attendance Target has been adjusted to: **96%**

We ask students to aim to achieve at least 96% attendance. We recognise that for some this may be challenging, therefore we will provide additional support to students and their families to encourage excellent attendance.

### The Main Principles

There is a direct link between academic attainment and attendance at school. Coton Green Primary School is therefore committed to working with parents and carers to ensure all students achieve a high level of attendance as possible. Students are set a target of achieving at least 96% attendance.

Parents/carers have a legal responsibility to ensure children of compulsory school age attend school regularly. Students should be at school, on time, every day the school is open, unless the reason for absence is unavoidable.

| Attendance during one school year | Equals the number of days absent | Which is approximately this many weeks absent (100% equals 39 weeks) | Which means this number of lessons missed |
|-----------------------------------|----------------------------------|--|---|
| 90%                               | 19 days                          | 4 weeks  | 100 lessons                               |
| 85%                               | 29 days                          | 6 weeks  | 150 lessons                               |
| 80%                               | 38 days                          | 8 weeks  | 200 lessons                               |

Schools have a duty of law to refer any absence of 5 days or more where they have been unable to contact the parent/carer/child or have general concerns about the absence to the Local Support Team.

Schools are required to take a register twice a day (am and pm), and this shows whether a student is present, engaged in an approved off-site education activity, or absent. If a student of compulsory school age is absent, every half day absence from school must be classified by the school as either authorised or unauthorised. The decision lies with the school as to whether the absence will be authorised. For this reason, information about the cause of each absence is always required.

## **Absence**

Absence can only be authorised by the Headteacher, within the boundaries set by The Education (Pupil Registration) (England) Regulations 2006.

**Headteachers may authorise leave during term time where the circumstances are exceptional.**

Please do remember that parental/carer illness, going shopping, visiting family, truancy, alleged bullying (speak to school immediately to resolve issues), family holidays are not acceptable reasons for absence. All of these will be recorded as unauthorised absence.

Arriving after registration has closed will also result in an unauthorised absence being recorded.

Family emergencies need careful consideration. It is not always appropriate or in the child's best interests to miss school for such emergencies which are being dealt with by adults. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

Illness without medical evidence when requested will result in an unauthorised absence being recorded.

**It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.**

## **Reporting Absence**

If your child is going to be absent from school, it is important that the school is made aware.

### **Reporting Same Day Illness**

Parents should use the school's dedicated answer phone system to inform school that a child is to be off school due to illness. The school number is 01827 337456. This process should be repeated daily unless there is a doctor's note / medical advice, and this can be discussed with the school office.

**School should be notified prior to the close of registers at 9:10 am**

The school can be also contacted by email: [office@cotongreen.staffs.sch.uk](mailto:office@cotongreen.staffs.sch.uk) quoting PUPIL ABSENCE in the subject line.

Parents can also drop into the office in person if convenient (e.g. if dropping off siblings.)

### **Reporting Future Absence for Appointments**

All appointments, such as dentist and doctors, should be made for outside of school hours where possible.

Where it is necessary to attend an appointment during the school day parents' / carers should contact the school office by phone or email and share a copy of the appointment card /letter when collecting or dropping off your child. Students are expected to attend on the day of an appointment for as much of the day as possible.

### **Requesting Leave in Term Time**

Parents/carers should make every effort to avoid taking students out of education for holidays or other extended leave during term time. This leave will only be authorised in exceptional circumstances.

Any request needs to be made in writing giving as much notice as possible, 4 weeks as a minimum.

Leave of absence requests need to be made using the school's proforma available on request from the school office.

Unauthorised absences may receive a penalty notice.

### **Religious Observance**

We recognise that students of certain faiths may need to participate in religious observance when the day falls in term time. The school will issue a day authorised absence in these cases.

We ask that parents/carers notify the academy in writing in advance where a day's religious observance is required. Requests should be addressed to the Headteacher and delivered to the school office.

Alternatively, written requests for this purpose can be emailed to [office@cotongreen.staffs.sch.uk](mailto:office@cotongreen.staffs.sch.uk) marked: **FAO of Headteacher – Request for Religious Observance Leave**

### **Children Missing in Education (CME)**

As a school, we are concerned about any child who may be missing education because in addition to their educational development, their safety and wellbeing may be at risk.

The Staffordshire Children CMIE team works with schools in support of children who are absent from school and their whereabouts unknown. This might be:

- A child who is not at their last known address and
- Has 5 or more days of continuous absence without explanation, or
- Has left school suddenly and their destination is unknown. The policy does not cover those children not receiving education due to a family not taking up an offer of a school place from the Schools Admissions Service.

### **Home Education – Parents/Carers Role**

Parents/carers have a responsibility to ensure that their children of school age are receiving efficient full-time education. Some parents/carers may elect to home educate their children and may withdraw them from school at any time to do so. This is unless they are subject to an attendance order. Where a parent/carer notifies the school in writing of their intention to home educate, the school will ensure parents/carers are fully aware of their legal responsibilities in educating their child. School will then inform the local authority following their procedures, before deleting the child from its admission register.

## **Registration and Punctuality**

For safeguarding purposes, a register is taken at the start of the school day and at the start of the afternoon session. These two registers make up a student's overall attendance percentage.

### **Morning Registration:**

School opens its doors at 8:45am for early work.

Morning registration takes place from 8:50am

Pupils arriving after 9:00am must do so from the main reception and will be recorded as L (Late).

Pupils arriving after 9:10am will be marked as U (unauthorised).

Lateness to school may incur sanctions where applicable.

### **Afternoon Registration:**

EYFS – PM registration will take place immediately after the lunchtime break at 1:00

KS1 - PM registration will take place immediately after the lunchtime break at 1:15

KS2- PM registration will take place immediately after the lunchtime break at 1:30

## **Monitoring Attendance**

Students attendance is regularly reviewed and the following actions could happen to support students' attendance.

At all stages we want to work with parents/carers to support their child's attendance. The stages of support work as a guide only and different methods of support may be more suitable for some students.

### **Stage 1:**

Monitoring letters will be sent out termly for any pupils with attendance below 90%. These letters will give parents the opportunity to make an appointment discuss any issues or support needed to improve attendance. It may be at stage 1 where any absence will be needed to be accompanied by medical evidence to approve any absence through illness.

### **Stage 2:**

Pastoral support –Mrs Pegg is available to support pupils and families to improve attendance. Referrals to 'Early Help' agencies may be an appropriate course of action at this stage. Attendance will be closely monitored, and improvements celebrated.

### **Stage 3**

Senior Leadership Team – A member of the SLT will meet with parents to discuss how attendance and/or punctuality can be improved. Pupils will continue to be monitored weekly to ensure improvements.

## **Local Authority (LA) / Agency Referral**

If a student has at least 10 sessions of unauthorised absence in total and all actions have been followed, the school will seek advice from the LA regarding improving attendance. If a student is

persistently absent due to 'Emotionally Based School Avoidance' reasons, please refer to the section below.

### **Formal Warning Notice**

Parents/Carers will receive a formal warning notice advising them of their responsibility to ensure their child is in school under Section 444 of the Education Act 1996. The formal notice will advise that the LA may consider issuing a penalty notice and taking legal action against you should there be further unauthorised absences.

### **Education Legal Team Referral**

Following the formal warning notice, if a student has a further 10 sessions of unauthorised absence then the school will complete a referral which may result in a penalty notice being issued. In some cases, if there has been two penalty notices issued, court proceedings could be initiated via the 'Single Justice' procedure.

### **Emotionally Based School Avoidance**

Where parents/carers are working with school to improve a student's attendance, but there are barriers related to anxiety, challenging emotions and thoughts and self-care, the school will refer to appropriate agencies to gain wider support where appropriate.

The school will only progress through the stages where parents/carers are not engaging and making every effort to improve their child's attendance.

Further details useful for both professionals and parents can be [found here](#).

Richard Osborne

Headteacher



January 2024