

# Attendance Policy



**ENFIELD**  
LEARNING TRUST  
BE INCLUDED

Version and Date		Action/Notes	Date Written	Date to be Reviewed
4.0	26.03.19	Approved by Trust Board	Reviewed Mar 19	March 2020
5.0	31.03.2020	Approved by Trust Board	Reviewed Mar 20	March 2021

## Legal Framework

This document is underpinned by a legal framework which guides all parties in the education of the children in our care.

The most pertinent of these is the Education Act of 1996 which states:

***'If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence'***

The numerous other documents which inform this one are contained in appendix 1 and copies of these can be made available from school, the Educational Welfare Service or online from the internet.

## Trust Aims

The Trust aims to work in partnership with pupils, parents, carers and the Educational Welfare Service to ensure that all pupils attend school as regularly and that they are punctual in this attendance.

We reward those pupils with good attendance and punctuality and believe that good habits formed early will contribute to the life skills, future employability and economic well-being of the pupils in our care.

The Trust aims to support those parents and pupils who have attendance or punctuality issues and will involve outside agencies when the situation demands it.

The rest of this document will outline both the school's and the parent/carer's responsibilities, along with those of the Educational Welfare Service (EWS).

## The Responsibilities of the Enfield Learning Trust

We will try to:

- Make it clear to parents and pupils that regular and prompt attendance is expected of all pupils
- Promote the successes of pupils in attendance and punctuality. (See appendix 3)
- Support parents in getting their child(ren) to school regularly and on time
- Contact parents or carers on the first day of absence, when there is no prior explanation given
- Ensure prompt follow up on unexplained absences
- Be sensitive to the needs of the parent and child(ren)
- Recognise that some parents have difficulty in understanding written communication
- Make first contact by phone or face to face conversation where possible
- Recognise that some parents are not fluent in the English language
- Work in close partnership with outside agencies such as the EWS
- Monitor the attendance of all pupils in the school and act accordingly

There will be a named senior member of staff with overall responsibility for attendance and punctuality who will work in partnership with a team of staff.

### **The Responsibility of Parents/Carers**

Parents or carers should:

- Impress upon the pupil the importance of good attendance and punctuality
- Work in partnership with the school to solve any problems or issues
- Ensure their child(ren) is picked up promptly from school every day
- Ensure they are aware of the attendance policy of the school
- Notify the school of absence as soon as possible
- Try to make any medical and dental appointments outside of school time and provide necessary proof if during school time
- Avoid taking holidays in term time. The Headteacher **may** class some requests as 'special circumstances' and authorise these absences. These occasions are, however, rare.
- Be aware that a note or phone call covering absence will not guarantee authorisation and that only the school can authorise absence
- Notify the school of any change of address or educational arrangements
- Notify the school of the death of any child(ren) and provide their death certificate
- Be aware that schools do have the power to fine a parent a fixed sum for poor attendance

### **The Responsibility of the School**

A member of staff with responsibility for attendance will:

- Examine and monitor registers
- Identify pupils who are experiencing attendance difficulties
- Agree time limited action, to be undertaken by the school/EWS
- Feedback and exchange information
- Identify areas of concern and good practice in relation to attendance and punctuality issues
- Liaise with the Education Welfare Service for advice and strategies for improving attendance and punctuality

### **Appendices Contained Within**

- Legal documents that underpin our work
- Procedures for filling in registers
- Incentives and rewards procedures

## APPENDIX 1

### Legal Documents

The information in this document is based on:

- The Education Act 1996
- The Education (Pupil's Attendance Records) Regulations 1997
- The Education (Pupil's Registration - Amendment) Regulations 1997
- Social Inclusion: Pupil support – DfES circulars 10/99 and 11/99
- Every Child Matters 2004
- Children's Act 2004

## APPENDIX 2

### Procedures for Registration

Registers are legal documents and as such should be treated and completed with due care and attention. They should be completed first thing in the morning and at the beginning of the afternoon session.

- School doors are opened at the same time each morning (unless there is a reason for a change, i.e. a special event) and the register is completed promptly
- Do not leave any pupil blank, mark them present or absent in the appropriate location
- If a pupil is not there when their name is called mark them absent
- Should they arrive after this they will have a mark made in the present location **as well**, either by the class teacher (if the register is still with them) or by the office staff (if the register has been returned by the teacher)
- If a pupil arrives late they will be registered at the office where a member of staff will mark them as present but late
- If a pupil arrives late to class, it is important that they are greeted warmly by both the class and the teacher to begin their day. Any inquiries by the teacher should be made at a later time to avoid any embarrassment for the pupil
- Any verbal messages from a parent about absence should be written down so that absence can be authorised accordingly and that first day calling is accurate
- Any letters from parents should be given to a member of staff with responsibility for attendance
- Should teachers require information about why a pupil is absent, they should go to the office and enquire within. The office holds any information like this as a result of our 1<sup>st</sup> day calling response.
- The register must be completed at the beginning of the afternoon session

### **APPENDIX 3**

#### **Rewards and Incentives to Improve Whole School Attendance (Where Required)**

Within each school there are rewards and incentives to improve whole school attendance and these are set out within each school's individual Behaviour Guidelines document.

This policy will be reviewed annually by the senior staff member responsible for attendance. Any amendments will be agreed with staff and ratified by the Trustees.

Signature of Chair of Trustees:	Signature of Chief Executive Officer:
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