

	<p>Vanguard Learning Trust</p> <p><i>As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.</i></p>
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Ryefield Primary School

Attendance policy: 2024/2025

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1. Introduction

The Covid-19 pandemic caused significant disruption to students' learning across the world. It is more important than ever that Students are back in school where they – with the support of their schools staff and their families – can lay the foundations for their future education and employment.

Good school attendance habits are best started early. Students learn from those around them and you as parents/carers set the standards and expectations for your child. Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but also helps them to keep and maintain friendships and enjoy the school environment.

The school is committed to a positive policy of encouraging pupils to attend school. The school will work with parents to secure this aim.

1.1 Aims

We are committed to meeting our obligations with regard to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents in performing their legal duty to ensure their Students of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Regular and punctual attendance at school is a legal requirement and is essential for students to maximise their chances of success. There is clear evidence showing strong links between excellent results, strong peer relationships, and excellent school attendance.

2. Legislation and Guidance

This policy meets the requirements of [Working Together To Improve School Attendance](#) (Department for Education (DfE), May 2022) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), and [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy links to the following school policies:

- Child protection and safeguarding policy
- Behaviour policy
- Data Protection

3. Roles and Responsibilities

3.1 The Board of Trustees

The Board of Trustees is responsible for monitoring attendance figures across Vanguard Learning Trust on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

3.2 The Local Governing Body

The LGB is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.3 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Issuing fixed-penalty notices, where necessary

3.4 The Attendance Officer

The school attendance officer:

- Liaises closely with Class teachers in checking that registers are completed accurately
- Ensures that the registers are available for scrutiny
- Is responsible for notifying the Local Authority School Attendance Support Team of persistent absence and working with them to support improvement
- Monitors attendance data across the school and at an individual student level
- Is responsible for notifying parents of student absence, when parents have not notified the school through StudyBugs. Once morning registers are taken, students who are absent are highlighted and a text and or email is sent to parents to notify them that their child is not in school
- Reports concerns about attendance to the headteacher/assistant headteacher / DSL
- Advises the headteacher when to issue fixed-penalty notices
- Reports on students with persistent absence to Year Leaders and the Senior Leadership Team (SLT)
- Sends out student absence letters as required on behalf of the Headteacher
- Provides general management information on student attendance as may be required by SLT or LBH
- Enters any manual registers onto SIMS accurately and promptly (including any attendance information for students offsite)
- Oversees the signing in / out process by students and to inform appropriate pastoral staff of any concerns
- Ensures that latecomers are correctly recorded in the attendance registers
- Liaises with the pastoral team to ensure the collection and dispatch of work for students who are absent from school due to long-term illness

3.5 Phase Leaders and the Senior Leadership Team (SLT)

Phase Leaders and SLT will:

- Monitor attendance data across the year group and at an individual student level
- Monitors the attendance of Students categorised in vulnerable groups

- Reports concerns about attendance to the attendance officer and SLT
- Work with the attendance officer, tutors, family liaison officers and the School Attendance Support Team to tackle persistent absence
- Arrange calls and meetings with parents to discuss attendance issues and record actions.

3.6 Class Teachers

Class teachers are responsible for accurately recording attendance within lessons on a daily basis, using the correct codes, and saving this information on the management information system (SIMS). They are also responsible for monitoring, flagging concerns and being a point of contact between home and school to discuss attendance concerns.

3.7 Parents/Carers

By law, all Students of compulsory school age (normally five to 16) must receive a suitable full-time education. As a parent, you have a legal responsibility to make sure this happens – either by registering your child at a school or by making other arrangements to give them a suitable, full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend. This means your child should not have sessions of unauthorised absence.

To support their child's school attendance, parents/carers will:

- Establish good attendance habits by acting as a role model and showing the students that good attendance and punctuality are important.
- Ensure their child has a good rate of attendance: 97%+.
- Create a good routine for mornings at home so that your child can arrive punctually and they are properly equipped; this will also mean your mornings can start calmly too.
- Establish a good bedtime routine, so that your child can sleep well, get enough sleep and make mornings less of a struggle.
- Know the routines of the school day to avoid issues, e.g. ensuring Students have their P.E. kits on the right days.
- Read all school communications. Knowing what's going on at school can help be prepared and encourage conversations.
- Attend all school open evenings and functions.
- Ensure that wherever possible, medical appointments are made outside of the school day.
- Only grant days at home for genuine illness.
- Contact the school via Studybugs as soon as possible to say why your child is absent, and when they are expected to return.
- If appropriate, arrange for a family member or a friend to take a child to school if a sibling is sick.
- Only take holidays during school time.

3.8 Students

Students will:

- Attend school every day on time
- Attend every lesson on time
- Unless necessary remain in every lesson for the duration of the lesson

4. Attendance Procedures

4.1 Arriving at School and lateness

Students are expected to arrive promptly for school.

The following table shows the start times for Ryefield Primary School.

	Gates open at	Classroom doors open at	Classroom doors will be shut at (Official start time)	Your child will be marked late if they arrive after
Morning nursery	8.30 am	8.30 am	8.40am	8.40 am
Afternoon nursery	12.15 pm	12.20 pm	12.30 pm	12.30 pm
Reception, Year 1, Year 2, Year 3, Year 4, Year 5 & Year 6	8.05 am	8.20 am	8.30 am	8.30 am

- Students will not be permitted through their classroom door after the official start time.
- Students who arrive after the official start time indicated above should be escorted by their parents to the front office. Parents should sign them in. If a child is not signed in correctly there is the possibility that in the event of a fire, they may not be looked for as they will not have been recorded as being at school.
- Students who are late will receive a red card once they have signed in at the front office, this card must then be presented to the class teacher to show they have been registered by the office staff. Any late child who does not receive a red card will be sent back to reception to be signed in properly.
- If a child arrives no later than 30 minutes after the official start time then they will be marked as 'Authorise Late, Late before registration closes'. If a child arrives more than 30 minutes late, they will be marked as an 'Unauthorised absence, Late after the register closes'. An unauthorised late will affect a child's attendance percentage.
- Arriving late means that students miss the crucial input for their day, which then puts them at a disadvantage to their peers.

4.1.1 Punctuality

Children are expected to arrive at school on time each day. Sometimes unexpected lateness occurs which cannot be helped. When children are frequently late it can make coming to school difficult. If a child is late on two or more occasions within a week their parent will receive a message sent via Studybugs. If a child has been late on 5 occasions, they will receive a letter regarding lateness. For every 5 late marks, a new letter will be sent. After 15 late marks, a meeting will be organised and further action determined.

4.2 Absences

- Each school day consists of two sessions, an AM and a PM session. Therefore, if a child is absent from school for one whole day this will equate to two sessions of absence.
- There are two types of absence; authorised and unauthorised. The school is responsible for deciding whether your child's absence is authorised or unauthorised therefore the information you give us determines the

outcome of the absence. As a school, any authorised absences ultimately will be the decision of the Head Teacher; the school has the right to request any evidence of any absence.

- Parents must inform the school via the Studybugs app if their child is ill and will be absent from school. A detailed reason for absence must be received before 8:20 am on each day of absence. A child simply being 'unwell' is not a reason to be absent from school.
- Studybugs will automatically notify parents if their child has not been registered before 9:00 am.
- Although Medical appointments and illness constitute as authorised absence they will still affect a child's percentage attendance, therefore we require parents to provide documentation for these absences.
- Any absences that have not been reported will be unauthorised.
- Following guidance from Public Health England, we operate a strict period of 48 hours from the last spell of sickness/diarrhoea before a child is allowed to return to school which parents must adhere to.
- For advice and information on whether your child is well enough for school please visit the [NHS website](#).

We must have current up to date contact numbers for your child so we can contact you when your child is absent or in case of an emergency.

4.3 School procedures for monitoring daily attendance and informing parents

- Messages on Studybugs will be sent out half-termly to parents/carers informing them of their child's attendance.
- Parents will be notified if their child's attendance becomes cause for concern and parents will be invited in to meet with staff in line with our '7 Step Attendance Monitoring Procedures', details can be found overleaf.
- If there is still no improvement, or parents do not respond to the school's letters or fail to show up for arranged meetings then the school will refer the family to the London Borough of Hillingdon Participation Team. Parents may face prosecution for failure to ensure their child attends school regularly.
- School staff may undertake 'Safe and Well' visits if absences are not reported.

4.4 The Participation Officer and the issuing of penalty notices

Parents are expected to contact the school at an early stage and to work with the staff in resolving any problems together. If difficulties continue the school may refer the child to the Participation Officer from the Local Authority. He/she will also try to resolve the situation but, if other ways of trying to improve the child's attendance fail and unauthorised absences persist, the Officers can use sanctions such as Penalty Notices (Currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to Court will be issued for each unpaid Penalty Notice) or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 444(1) and 444(1A). "If any child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his/her parent is guilty of an offence".

Alternatively, parents may wish to contact the Participation Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01895 250858.

Participation advice may be sought at any time by the school and it may be necessary to fast-track a referral to them.

4.5 Child Missing from Education (CME)

If a child has been absent for 10 school days they are classified as a child missing from education (CME). A referral to the CME team will be made and advice from them acted upon.

4.6 Exceptional Leave in Term Time

The school will not authorise any leave in term time. If you feel it necessary to take your child out of school for an extended period due to unavoidable and extreme circumstances then you must make a formal request by completing the 'Request for leave of absence during term time' and submit it to the Head Teacher **at least two weeks** before your intended leave. Any supporting documents should be submitted with the request form such as flight details or exam letters.

If you are late returning from a period of leave, the school requires you to produce documentation to evidence this. Where holidays are taken which have not been authorised, then through the Local Authority Participation Team, this could incur a penalty notice of £60 per parent per child, if not paid on time it advances to £120 per parent per child or summons from the magistrate's court.

There is no right of appeal in regards to any decision made concerning requests for Exceptional Leave during Term Time.

Where there is reason to believe that a prolonged absence is the result of a holiday we will pursue it as we would if we were informed about the holiday in advance. Suspicion of prolonged absence due to a holiday in term time is enough to pursue a holiday penalty notice through the local authority.

5. Rewards

The school expects that children attend school every day to achieve 100%. The school rewards good attendance in the following ways:

- During each weekly, whole school assembly, the KS1 and KS2 class with the best attendance for the previous week will win a trophy and certificate. Children are also entered into a weekly attendance raffle for each week they have achieved 100%.
- Class rewards are given using our Marble Jar reward system. Each class can receive two marbles a day; one for everybody being in school and another if everybody is on time. When the class reaches 30 marbles they will receive a marble party. Marble parties are not defined and will vary throughout the year.
- Certificates are awarded to children who achieve 98%+ attendance on a yearly basis.

Approval / Revision History

Revision date	By	Summary of Changes Made
22/01/2024	CTu & DPe	Reformatted to Trust template and updated sections 4.6 and appendix 1.

List of appendices

Appendix 1: Ryefield's 7-stage attendance monitoring procedure

Appendix 2: Good attendance and sessions missed

Appendix 3 Attendance Codes

Appendix 1: Ryefield's 7-stage attendance monitoring procedure



Ryefield's 7-Stage Attendance Monitoring Procedure

The school's attendance procedure is designed to support students in attending school regularly and making the most of their educational opportunities. To ensure that attendance concerns are addressed in a timely and appropriate manner, the following actions will be taken if a student misses a certain number of sessions:

- **10 sessions missed:** A letter will be sent home informing parents/guardians that a week of learning has been missed due to absences.
- **15 sessions missed:** A letter will be sent home informing parents/guardians that their child is at risk of poor attendance, which can affect their learning and success in school.
- **20 sessions missed:** A letter will be sent home informing parents/guardians that any further absences will mean that their child has fallen below the national expectations for attendance and has been added to the attendance risk register.
- **25 sessions missed:** A letter will be sent home informing parents/guardians that their child's absence is a cause for concern and is being monitored by the school's Senior Leadership Team (SLT).
- **30 sessions missed:** A letter will be sent home asking parents/guardians to attend a meeting with the attendance officer and the family support officer to discuss the attendance concerns.
- **35 sessions missed:** An Attendance Panel will be scheduled as the child is on the verge of persistent absence, having missed three and a half weeks of learning. There is also a risk of a referral to the participation team and a fine.
- **40 sessions missed:** A referral will be made to the participation team, next steps will be given from the local authority.

It is important to note that consistent attendance is essential for a student's academic and social development. The school will work with parents/guardians, the attendance officer, and other professionals as needed to support students in attending school regularly and meeting their full potential.

188 School days each academic year = 380 sessions (AM + PM) each academic year

Step	Sessions missed	Percentage at end of year	Days missed
1	10	97.36%	5 (1 week)
2	15	96.05%	7 ½ (1 ½ weeks)
3	20	94.73%	10 (2 weeks)
4	25	93.42%	12 ½ (2 ½ weeks)
5	30	92.10%	15 (3 weeks)
6	35	90.78%	17 ½ (3 ½ weeks)
7	40	89.47%	20 (4 weeks)

Legal intervention may be sought at any point if persistently poor attendance causes concern.

Punctuality

Children are expected to arrive at school on time each day. Sometimes unexpected lateness occurs which cannot be helped. When children are frequently late it can make coming to school difficult. If a child is late on two or more occasions within a week their parent will receive a message sent via Studybugs. If a child has been late on 5 occasions, they will receive a letter regarding lateness. For every 5 late marks, a new letter will be sent. After 15 late marks, a meeting will be organised and further action determined.

Appendix 2: Good attendance and sessions missed

Sessions missed	Days missed	Percentage attendance at the end of year
0	0	100%
5	2 ½	98.71%
10	5 (1 week)	97.36%
15	7 ½ (1 ½ weeks)	96.05%
20	10 (2 weeks)	94.73%
25	12 ½ (2 ½ weeks)	93.42%
30	15 (3 weeks)	92.10%
35	17 ½ (3 ½ weeks)	90.78%
40	20 (4 weeks)	89.47%
45	22 ½ (4 ½ weeks)	88.46%
50	25 (5 weeks)	87.17%
55	27 ½ (5 ½ weeks)	85.89%
60	30 (6 weeks/1/2 a term)	84.61%

Appendix 3: Attendance Codes

Registration Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised absence	Late for session
B	Educated off site (not dual reg.)	Approved educational activity	Out for whole session
C	Other authorised circumstances	Authorised absence	Out for whole session
D	Dual registration (attending other estab.)	Approved educational activity	Out for whole session
E	Excluded (no other provision made)	Authorised absence	Out for whole session
F	Extended family holiday (agreed)	Authorised absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised absence	Out for whole session
H	Annual family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised absence	Out for whole session
J	Interview	Approved educational activity	Out for whole session
L	Late (before registers closed)	Present	Out for whole session
M	Medical/dental appointments	Authorised absence	Out for whole session
N	No reason yet given for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence (not covered by other code)	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved educational activity	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after registers closed)	Unauthorised absence	Out for whole session
V	Educational visit	Approved educational activity	Out for whole session
W	Work experience	Approved educational activity	Out for whole session
X	DfE #: school closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Do not use	Authorised absence	Out for whole session
!	DfE X: non-compulsory school-age absence	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DfE Z: pupil not on roll	Attendance not required	Out for whole session
-	All should attend / no mark	No mark	No mark for session