



# **Monksdown Primary School Attendance and Punctuality Policy**

Committee: Attendance Team  
Reviewed: September 2022  
Agreed by Governors: September 2022  
Date of next review: September 2023

## Introduction

Monksdown Primary School recognises the clear link between the attendance and achievement of pupils. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils within our school in order to support learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. **As a school we define regular attendance as 97% or above.**

Monksdown Primary School believes Governors, Teaching Staff, Support Staff, Parents, Carers, Pupils and all members of the school community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve. This Policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

## Aims

- Maximise the overall percentage of pupil attendance and punctuality at Monksdown Primary School.
- Reduce the number of pupils who are persistently absent (PA) and raise the profile of attendance and punctuality amongst the school community.
- Provide support advice and guidance for parents/carers pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.
- Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### 2.1 Promoting regular Attendance at Monksdown Primary School:

This is everyone's responsibility, Governors, all members of staff, parent/carers and pupils. To help us all focus on this, we will ensure:

- Appropriate interventions are in place to improve punctuality.
- A bespoke curriculum is provided and reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes Monksdown Primary School and multi-agency provision as appropriate.
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular incentives.
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies and is given high profile within school.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

### 3.0 Attendance Expectations and Absence Procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

#### 3.1 Expectations of Parent/Carer

*Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.*

- Ensure your child arrives for school each day on time. School starts at 8.55 am.
- Contact school as soon as possible if your child is going to be late for any reason. This may be via Study Bugs, the School App, email to [monksdown-ao@monksdown.liverpool.sch.uk](mailto:monksdown-ao@monksdown.liverpool.sch.uk), or by telephone 0151 226 1606
- Please ensure wherever possible routine non-emergency medical and dental appointments are made outside of school hours.
- Contact school via Study Bugs, the School App, email to [monksdown-ao@monksdown.liverpool.sch.uk](mailto:monksdown-ao@monksdown.liverpool.sch.uk), or by telephone 0151 226 1606. preferably by 8.30 am on the first day of absence if your child is unable to attend through illness, giving the reason for absence and an indication of the expected duration and return date to school.
- If you receive a text message/phone call from school as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the main school office and ask to speak to the relevant member of staff if the reason for absence requires a more personal contact. School's safeguarding Leads contact details are: Mrs Jacquie Price, Mrs Gill Stewart, Ms Chloe Grice. We have our own dedicated safeguarding email address – [safeguarding@monksdownprimary.co.uk](mailto:safeguarding@monksdownprimary.co.uk) .Or telephone the main school office on 0151 226 1606 and ask to be directed to the relevant member of staff.
- **In case of an emergency** we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided)
- Requests for exceptional circumstances leave of absence must be in writing to the Headteacher and can only be authorised by the Headteacher. Unacceptable reasons for missing school, include general holidays, shopping, concerts and birthdays.

#### 3.2 If a pupil is absent we will

- **Day One:** Telephone/ text the parent/carer on the first day of absence if we have not heard from them by 9.30 am. If no response is received the absence will be marked as unauthorised.
- **Day One:** If there are Safeguarding concerns and contact cannot be gained a member of school staff will conduct a home visit. If the family have a social worker or family support worker, then they will be informed by a Safeguarding Lead.
- If a child is considered a persistent absentee, attendance of less than 90%, or a severe absentee, attendance of less than 50%, even if school are informed of a reason for absence then a home visit may still be made .
- If contact has not been made a member of school staff will visit the family home. If there is no response a letter will be pushed through the door requesting parents/ carers to contact school immediately.
- **If no contact is made school will take the matter to Children's Services.**
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet the Attendance Lead Mrs Gill Stewart.

- If absences persist the Attendance Lead will discuss actions with the Education Welfare Officer.

#### **4.0 Understanding types of Absence**

Monksdown Primary School is required to record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by contacting the school on the first day of absence.

#### **4.1 Authorised Absence**

Authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Headteacher, not parents/carers who make the decision to authorise absence from school.

#### **4.2 Unauthorised Absence**

Unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent/carer's request. This includes but is not exclusive to:

- Parents/ carers giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- Absences which have not been explained.
- Pupils who arrive at school after 10.30 am will be marked as absent for the morning session .

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. Monksdown Primary School can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents/carers where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the local authority requesting a Penalty Notice be issued.

#### **4.3 Persistent Absence**

- Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects schools to intervene well before pupils reach a level of persistent absence and at Monksdown Primary School we firmly believe that early intervention is key to improving attendance.
- Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.
- Parent/Carers are asked to contact the main school office on **0151 226 1606** or by emailing [monksdown-ao@monksdown.liverpool.sch.uk](mailto:monksdown-ao@monksdown.liverpool.sch.uk) in the first instance.

#### **5.0 Why Regular Attendance is very important:**

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well.

- 90% attendance is equivalent to a pupil missing 30 sessions or approximately 118 lessons per year.

**Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.**

## **6.0 The Education Welfare Officer (EWO)**

- The Education Welfare Officer – provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.
- The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists the EWO will be required to consider the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

## **7.0 Leave of absence in Term Time**

The Law does not give any entitlement to parents/carers to take their child on holiday during term time. Holidays during term time will affect learning, therefore Monksdown **will not** authorise holidays in school time. This is in line with Local Authority guidelines. Only in **exceptional circumstances** would this be granted.

Any application for leave must be in **truly exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. This carries a fine of £120 per child, per parent or £60 per child, per parent if paid within the first 21 days. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

## **8.0 Lateness**

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

### **8.1 How we manage lateness**

The school day starts and registers are taken at 8.55 am by the class teacher and pupils receive a late mark if they are not in their class by that time. School recommends that pupils arrive at 8.50 am when classroom doors open and there is a soft start to the day.

- If a pupil arrives late to school parents/carers should bring their child to the main reception area and will be asked to sign their child in using the Inventory system and state, the reason for lateness.
- Arrival to school after 9.30 am may be classified absent for the morning session. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the Attendance Team. [attendance@monksdownprimary.co.uk](mailto:attendance@monksdownprimary.co.uk)

If the lateness or non-attendance is due to transport issues, then we may be in a position to offer temporary short-term transport to school. This would be a written agreement between Parents/Carers and school. This decision is made at the school's discretion and should not be an expectation.

Should a Parent / Carer be experiencing any other issues regarding punctuality or attendance then they should contact a member of the attendance team.

## **9.0 People Responsible for Attendance Matters at Monksdown Primary School**

At Monksdown we have an **Attendance Team** who are here to support families with any related matters.

**Your child's class teacher and support staff assistants.**

**Mrs Gill Stewart – Attendance Lead-**

**Ms Jennifer Seasman – Administrative Assistant**

**Mrs Maria Bernia – Learning Mentor**

**Mrs Sarah Butland – Learning Mentor**

**Mr Mike Swanson – Learning Mentor**

**Please email the team should you have any issues regarding punctuality or attendance – [attendance@monksdownprimary.co.uk](mailto:attendance@monksdownprimary.co.uk)**

All Governors, school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of our pupils. This continued support therefore is vital in making every pupil's journey through school a success.

## 9.0 Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		<ul style="list-style-type: none"> <li>Rewards and Praise</li> </ul>	Class Teacher Attendance Team Senior Leader
99% - 97% Attendance is Good		<ul style="list-style-type: none"> <li>Rewards and Encouragement</li> </ul>	Class Teacher Attendance Team Senior Leader
96% - 90% Attendance is a Concern		<ul style="list-style-type: none"> <li>Talk to pupils &amp; contact parent/carers</li> <li>5 minute meetings Return to school discussions</li> <li>Safe and well safeguarding visits</li> <li>Early intervention EWO</li> <li>Persistent absence warning letters</li> </ul>	Class Teacher Attendance Team  Senior Leader  EWO
Below 90%  Attendance is a Serious Concern		<ul style="list-style-type: none"> <li>Regular next action planning Meetings</li> <li>Meetings with parents/ carers</li> <li>Interventions implemented</li> <li>Safe and well safeguarding visits               <ul style="list-style-type: none"> <li>Action Plans</li> <li>Legal intervention</li> </ul> </li> </ul>	Senior Leader Attendance Team  Governors  EWO

## 10.0 Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

### As a school we are now required to:

- Inform the LA in **every** circumstance when deleting a pupil's name from the admission register
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents/carers are asked to:

- Provide school with comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## Appendix 1

### Attendance and Punctuality Roles and Responsibilities

#### Whole School Approach

When	Whom	Actions Expected
DAILY	Pupils	<ul style="list-style-type: none"><li>• Arrive on school site 8.50 am</li><li>• Be in class on time for registration at 8.55 am</li></ul>
	Class Teacher	<ul style="list-style-type: none"><li>• Registers are completed on SIMS each day on time</li><li>• Ensure attendance has a high profile in class</li><li>• Discuss absence with pupils returning to school</li><li>• Welcome long-term absentees back into the class and ensure appropriate support is in place and relevant staff are aware and involved.</li></ul>



	<b>Attendance Team</b>	<ul style="list-style-type: none"> <li>• Ensure staff have completed AM/PM registers</li> <li>• Ensure input of accurate attendance marks in the register via SIMs</li> <li>• Identify pupils who are absent from school without reason (before 9.30am)</li> <li>• Log on SIMS, parental voicemails, text messages and emails regarding pupil absences</li> <li>• Ensure all late arriving pupils are spoken to and their attendance is entered on to SIMS</li> <li>• Send messages to parent/carers who have failed to contact regarding their child's absence.</li> <li>• First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned.</li> <li>• Contact / Inform SLT and class teachers with specific attendance queries and necessary follow ups required</li> <li>• Support staff with registration queries, support the interventions of the class teachers.</li> <li>• Log attendance of all pupils going out /in school for medical, dental or visits</li> <li>• Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems.</li> <li>• Daily Late process, log and send actions for relevant staff.</li> <li>• Daily Attendance/ PA report sent to senior leader with responsibility for attendance.</li> <li>•</li> </ul>
	<b>Learning Mentors</b>	<ul style="list-style-type: none"> <li>• Conduct Safeguarding home visits as required.</li> <li>• Carry out focused casework interventions with persistent absence pupils and families.</li> <li>• Make phone calls to contact with parents/carers as instructed by admin assistant / attendance lead.</li> <li>• Conduct home visits if instructed by SLT.</li> <li>• Instigation of legal proceedings.</li> <li>• Track actions and interventions and feedback to attendance team / leader.</li> </ul>
	<b>Attendance Lead</b>	<ul style="list-style-type: none"> <li>• Monitor and track staff not completing registers in line with school policy.</li> <li>• Fulfil all Safeguarding requirements.</li> <li>• Liaise with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils.</li> <li>• Check daily attendance / PA report and take any actions needed.</li> </ul>

When	Whom	Actions Expected
WEEKLY	Class teacher	<ul style="list-style-type: none"> <li>• Ensure all members of the class know the school target and their current class attendance.</li> <li>• Monitor/follow up identified pupil absence by contacting parent/carers where appropriate.</li> <li>• Update information on attendance boards.</li> </ul>
	Attendance Team	<ul style="list-style-type: none"> <li>• Inform SLT and EWO of pupil patterns of absence.</li> <li>• Provide weekly pupil attendance figures for class teachers and pupil reward initiatives.</li> <li>• Discuss punctuality issues with identified pupils and parent/carers.</li> <li>• Prepare any pupils rewards or incentive prizes.</li> <li>• Provide weekly punctuality data for class teacher.</li> <li>• Attend weekly attendance meetings to discuss successes, issues, intervention and support.</li> <li>• Ensure incentive schemes are fully understood and implemented by all staff and shared with pupils, parents / carers using all platforms of communication.</li> <li>• Email winners of Monty Mouse and punctuality each Monday to SLT and classes.</li> <li>•</li> </ul>
	Attendance Lead	<ul style="list-style-type: none"> <li>• Monitor and Track of staff not completing registers in line with school policy.</li> <li>• Ensure all Safeguarding requirements are undertaken.</li> <li>• Liaise with EWO, Attendance Team and SLT regarding support work with identified pupils.</li> <li>• Arrange meetings with parents/ carers.</li> </ul>

When	Whom	Actions Expected
HALF TERMLY	Attendance Lead	<ul style="list-style-type: none"> <li>• Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>• Use attendance data to identify and act to improve the attendance of vulnerable pupils and groups of pupils</li> <li>• Ensure that all teaching staff focus on attendance in planning and pedagogy</li> <li>• Monitor and track attendance/PA Action Plans</li> <li>• Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern</li> </ul>

TERMILY	Attendance Lead	<ul style="list-style-type: none"> <li>• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision</li> <li>• Review School Attendance alongside the EWO</li> <li>• Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and that systems are operating effectively.</li> <li>• Report to SLT on attendance matters</li> <li>• Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance</li> <li>• Ensure that attendance features in ALL parents' evenings</li> <li>•</li> </ul>
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	<b>Headteacher</b>	<ul style="list-style-type: none"><li>• Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors</li></ul>
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## Appendix 2

# Graduated Response Attendance Support Programme

### Usual Attendance Response

All absences are investigated by First Day Response by the Attendance Team. Any serious concerns are passed to a Designated Safeguarding Lead immediately. If necessary, we will make further contact by telephone or a home visit. The class teacher will follow up any absences with the Attendance Team and promote high levels of attendance and punctuality for their class.

### Level One: Attendance Letter 1 Internal Monitoring

This will be issued by the class teacher following 3 periods of absence within the first term or where attendance falls below 96%. This letter informs parents/ carers that monitoring has commenced and invites them in to discuss any concerns or support they might need with the class teacher.

Any child who has been PA in the previous year will be invited in for a meeting should attendance fall below 96%.

### Level Two: Attendance Letter 2

This letter is issued by the Attendance Team in liaison with the Education Welfare Officer (EWO) should attendance hit 93%. This letter advises parents/ carers that attendance remains a concern. School offer support and will take any actions were necessary. Parents/carers are invited to discuss any concerns and/or difficulties with a member of the Attendance Team.

### Level Three: Attendance Letter 3 Meeting with Attendance Lead

The Attendance Lead will arrange a meeting with parents/ carers of those pupils whose attendance continues to be a concern and falls below 90% (Persistent Absentee) The meeting will provide an opportunity for parents/ carers to discuss any issues where support may be required. Either from school or external agencies.

### Level Four: Education Welfare Officer

Where absence falls below 90% school will discuss and seek advice and contact the Education Welfare Officer (EWO) who will follow their process in trying to engage parents / carers and offer any further support. A decision will be made as to next steps and appropriate actions. This can take forms such as home visits, Penalty Warning Notice PWN monitoring period and panel meetings held in school. Where attendance continues to be a concern then Local Authority guidelines will be followed and this could lead to prosecution.

# Appendix 2

## Level 1 – 96 % Internal Monitoring

Dear Parent/Carer of \_\_\_\_\_ Class \_\_\_\_\_ Date: \_\_\_\_\_

As you are aware, good attendance is a priority at Monksdown Your child's attendance is currently .....%.

We will be closely monitoring your child's attendance and it is very important that you ensure they are in school every day.

If you would like to discuss your child's attendance with me or a member of our attendance team. Please let me know as soon as possible either verbally or by indicating on the reply slip below.

Alternatively you may wish to email [attendance@monksdownprimary.co.uk](mailto:attendance@monksdownprimary.co.uk) or call 0151 226 1606.

Your Sincerely

.....

Class Teacher

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***(Please return this part to school and give to your child's class teacher)***

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I have received this letter outlining that my child's attendance is being monitored.

I do not require any support at this stage but will inform school should this change.

I do require support and wish to arrange a meeting with ..... (please delete as appropriate).

I will do my best to ensure my child attends school as often as possible to avoid further action being taken.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 3

## Level 2 -Cause for Concern 93%

Date .....

Dear Parent/Carer of..... Class .....

Your child's attendance has become a **cause for concern**. Your child's attendance is currently -----%

We are aware that there have been many issues affecting your child's attendance this year, however we are writing as a prompt and encouragement for your child's attendance to be improve.

Should they have any further days absent and attendance falls **below 90%** then they will be classed as a persistent absentee before it gets to this stage we would like to offer you any support that you feel is required.

If you would like to discuss your child's attendance or need support of any kind, please contact the school office on 0151 226 1606 or email [attendance@monksdownprimary.co.uk](mailto:attendance@monksdownprimary.co.uk).

Your Sincerely

The Attendance Team

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**(Please return this part to school)**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I have received this letter outlining that my child's attendance is a concern.

I do not require any support from school but will be in touch if this changes.

I would like some support with my child's attendance. (Please delete as appropriate)

I will ensure my child attends school as often as possible to avoid further action being taken.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4

### Level 3 – Meeting with Attendance Lead- 90%-93%

Date .....

Dear Parent/Carer of ..... Class .....

:

Your child's attendance continues to be a concern. Currently, attendance is .....% and she has now fallen into the Persistent Absentee Category.(PA)

In order to support you further, we would like you to attend a meeting in school on

.....at .....

Please report to the main office 5 minutes before the time stated.

The meeting will provide you with an opportunity to discuss your child's attendance and look at ways to work together to support you in order to help reach a solution.

If this day or time is not convenient, please telephone the main office 0151 226 1606 and let staff know when you are available to attend.

Attendance is important and we want to make sure your child is in school as often as possible to ensure they receive the education they deserve. If your child's attendance doesn't improve then this may result in a referral to the Education Welfare Officer from Liverpool City Council.

Your Sincerely,

The Attendance Team

## Appendix 5

## Request for support with transport

In certain situations, school MAY be able to offer short term transport to school. Decisions are made at the discretion of the Attendance Team. Days and times will be confirmed on approval.

I would like school to consider transport to school for:

Name/s of child/children ..... Class .....

..... Class .....

.....Class.....

..... Class .....

I would like pick up from

Address .....

.....

.....

The dates needed are: .....

Signed (Parent/Carer) .....



# Appendix 6

## Monksdown Primary School Attendance Flow Chart



