



Goostrey Community Primary School

## Attendance and Truancy Policy

Spring 2022

To be reviewed Spring 2024

**This policy should be read in conjunction with our COVID – 19 Management Toolkit, as issued by Cheshire East Council.**

### 1. INTRODUCTION

At Goostrey Community Primary School we believe children only learn effectively when they attend school regularly. We believe it is important that children arrive and leave school on time, and that children should not attend school if they are unwell.

Our attendance time are:

Infants	<b>8 55 AM – 3 15 PM</b>
Juniors	<b>8 50 AM - 3 25 PM</b>

### 2. AIMS

We aim to:

- encourage good attendance patterns
- monitor attendance carefully
- encourage an active dialogue with parents
- maintain attendance registers in accordance with statutory requirements
- monitor requests for absence carefully
- report all authorised and unauthorised absences to parents on the yearly report form.
- regularly report to governors regarding attendance targets and concerns

### 3. PROCEDURES

- Registration takes place at the start of each morning and afternoon session, via our Management Information System (SIMS)
- Parents must notify school **via the absence reporting line on the telephone system by 9:30 am, on each day of absence.** SIMS is updated with information provided.
- If no call is received, a smartphone message or email will be sent to parents, to inform them their child has not arrived at school and to ascertain the reason for absence. If no response is received, 2

members of staff will attend the home address. If no response is received from the home address, the matter will be reported to the police as a Safeguarding concern for a child missing education.

- If a pupil arrives late, SIMS is updated recording number of minutes late. Register marks are L, up to 15 minutes after start of day. **An unauthorised late mark (U) 15 minutes after registers close.**
- Pupils going home ill or attending medical appointments, must sign out at the reception desk or at main entrance to infant department.
- Attendance data is used in completing statutory returns and monitoring reports. This exchange of data is covered by the Privacy Notice issued annually on the school website, and within annual Start of Year packs.
- Pupils are added to the admission register on the first day on which the school has agreed, or been notified, that the pupil will attend. If a pupil fails to attend on the agreed or notified date, school will establish the reason for absence and mark the register accordingly. GCPS will follow up such absences promptly and where appropriate, follow Cheshire East Child Missing Education protocols.

#### **4. COMMUNICATION**

- Information on attendance, lateness, illness and absence is given to parents in the school prospectus, on the website, in start of year meetings, at new parents' meetings and in annual start of year packs.
- Parents are asked to share with school any worries their child might have about coming to school. Sometimes little things can upset a child, which means they become unhappy. If staff are aware of issues, often these can be quickly resolved.
- School will not request medical certificates unnecessarily. Medical evidence may be requested in the form of prescriptions, appointment cards, clinic letters etc. rather than a doctor's note.
- Specific government advice regarding absence due to illness, including when a child may return to school can be found at:  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>
- To prevent the spread of infection, children and adults who have suffered vomiting or diarrhoea should remain away from school for 48 hours after the last episode.
- Covid-19 information is circulated to families via the weekly newsletter, to keep families up to date with changing procedures.

#### **5. CONCERNS**

- If a child is regularly late for school or often absent, school will contact their parent/s to arrange a meeting to discuss concerns, and agree an action plan to improve attendance.
- We hold a list of vulnerable pupils in school that staff have access to, and while we monitor all pupils' attendance, we are especially mindful

of our vulnerable pupils' absences and take account of their individual circumstances.

- Registers are inspected regular intervals, with feedback providing advise on individual situations.

## **6. TRUANCY & UNAUTHORISED ABSENCE**

- GCPS takes the regular attendance, continuity of learning and every child's safety, welfare and happiness, very seriously. Although it is an extremely rare occurrence for a child to truant, any concerns will receive immediate action.
- If truancy is suspected, the Headteacher will be notified and will contact the parent, either by phone, or by a home visit if possible. The Head may also liaise with the Education Support Team. Parents will be encouraged to bring their child to school to discuss reasons for not wanting to attend school, try to resolve problems, and agree an action plan to improve attendance.
- In the event of not being able to talk to the parent, the Head will talk to the child concerned, to ascertain if there are any worries or problems in school causing non attendance. If there are, then these will be discussed with the class teacher and an appropriate action plan agreed, which will be shared with parents/guardians.
- Where a pupil's attendance falls below 80%, for any reason, including truancy or unauthorised absence, the Education Support Team will be contacted.
- Where necessary, school may issue Fixed Penalty Notices, or Prosecution Notices, following Principles of Attendance guidance, as issued by The Education Support Team. Parents will be notified in writing in such circumstances. Failure to make payment will result in the Local Authority taking legal action for failure to ensure regular attendance at school under Section 444 (1) Education Act 1996.

## **7. REQUESTS FOR ABSENCE**

- Requests for absence are dealt with in line with current legislation; The Education (Pupil Registration) (England)(Amendment) Regulations 2013
- Parents requesting an absence in school time, must complete a request for absence form, available from reception or the school website. This is reviewed by the Headteacher, in line with LA guidelines. Applications will only be authorised where there are 'exceptional circumstance' (inc. religious or cultural considerations) and parents will be informed of the decision.
- Unauthorised absence taken may result in a Fixed Penalty Notice being issued (see 6. Above)

## **8. CHILD EMPLOYMENT & ENTERTAINMENT**

- Regulations and legislation to safeguard children who have part time jobs, or who take part in entertainment or paid sporting activities,

ensure that a child's education does not suffer & the child is not at risk of harm from participating in these activities.

- The Education Welfare Service oversees this legislation in Cheshire East and GCPS will work with the EWS to ensure their procedures are followed. Detailed information can be found on the following link:

[http://www.cheshireeast.gov.uk/education\\_and\\_learning/schools/parents/education\\_welfare\\_service/child\\_employment.aspx](http://www.cheshireeast.gov.uk/education_and_learning/schools/parents/education_welfare_service/child_employment.aspx)

## **9. MONITORING AND EVALUATION**

- We assess attendance on a regular basis and liaise with Education Support Team where necessary.
- We complete statutory absence returns to the DfE each term, and set attendance targets annually.
- We retain registers electronically in line with statutory requirements.

This policy is to be implemented with due regard to supporting policies which include Safeguarding, Health and Safety and in accordance with the Single Equality Scheme.