

## Attendance and Punctuality Policy and Procedure

2022/2023

Moseley Primary School aims to ensure that all children receive an education that maximises the opportunity for them to reach their full potential. Good school attendance is a significant contributory factor to this, and also a legal requirement for children over 5 years old.

The Government's recommendation for good attendance is 95%. This means your child should not be absent for more than 10 days. This includes when your child is unwell. With this in mind Moseley Primary School operates a 'traffic light' system for attendance.

Green	Amber	Red
100%-95%	94%-91%	Under 90%

### Procedures

If your child is absent from school for any reason you should call school after 8am on the first day of absence. If the absence continues beyond one day, you should do this on every day of absence. Medical and dental appointments should be made outside of school hours, however if your child needs to attend an appointment during the school day, please inform staff in advance and provide evidence of this.

The Safeguarding Officer monitors attendance and punctuality daily and will call/text parents/carers after 10am if their child is absent and no reason has been provided. If school are worried, a home visit may be completed. School work in partnership with the Local Authority Attendance Officers who may also complete these visits.

Your child's percentage attendance will also be regularly monitored throughout the academic year and if it falls into 'Amber' or 'Red' a three-step process will be followed.

**Step 1** - If your child's attendance falls into the 'Amber' section you will receive an awareness letter highlighting your child's attendance and offering/exploring any support you may need.

If absences continue the next step of the process will be followed:

**Step 2** - If your child's attendance falls into the 'Red' section you will receive a letter inviting you to a meeting to discuss your child's attendance and any further support required. A 5 week period of monitoring will begin and if your child has 10 or more unauthorised sessions (5 school days) an irregular attendance Fixed Penalty Notice will be considered. Any absences during this period need to be evidenced, for example a note from the doctor. The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you as "failing to send your child to school regularly", is an offence under The Education Act (1996).

If you do not attend the meeting school will make you aware of the attendance concerns by means of letter/email/phone call, offer support and explain that the period of monitoring described above is commencing in light of a Fixed Penalty Notice being considered.

**Step 3** - If your child's attendance has not improved after Step 1 and 2 and is below 85%, with the agreement of school and parents, an Attendance Contract will then be put in place. This will be in place for 6 weeks and any absences need to be evidenced by parents/carers. If this is unsuccessful it may lead to a Police and Criminal Evidence (PACE) meeting where the police will interview parents/carers under caution. The Attendance Contract may be used in court should it be deemed that an offence has been committed under Section 4441a of the Education Act (1996).

### **Children Under 5 years old**

To ensure school readiness, if your child is in Reception and has not yet turned 5 years old their attendance will also be monitored and Step 1 of the procedure will apply. When your child turns 5 years old Step 2 of the process will also apply as attendance is then a legal requirement.

### **Requests for Exceptional Leave**

You must complete a 'Request for Exceptional Leave of Absence in Term Time' form 4 weeks prior to your child's leave. This is available from the school office. The form includes information regarding the date of leave/return and the reason for the request.

If your child is over 5 years old the Headteacher will be unable to authorise leave if:

- The reason for your request is not exceptional circumstances
- Your child's attendance is below 95%
- Your child has already taken leave of absence in term time
- The leave falls within an assessment period
- The leave will cause a detrimental gap in your child's learning

School will write to you informing you of the decision. If you still decide to take your child out of school, a Penalty Notice may be issued when your child returns if 5 or more consecutive days have been missed. If you take your child out of school without informing school first a Penalty Notice can be given.

The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you as "failing to send your child to school regularly", is an offence under The Education Act (1996).

If your child is absent from school for over 20 consecutive days there is a risk they will be removed from the school roll.

### **Punctuality**

Children are able to enter the building at 8:45am and MUST be accompanied by an adult on school premises until this time (with the exception of Year 5 and 6 children who have parent permission). Registers close at 9am and your child will be marked late after this time. If your child arrives after 9:30am your child will receive an unauthorised absence for the morning session. This will also contribute towards irregular attendance Fixed Penalty Notices. Punctuality will also be monitored by the Safeguarding Officer and letters will be sent to parents, meetings offered and other agency support explored.

Should you need any help or support with your child's attendance or punctuality please do not hesitate to contact Kelly McKendry, Attendance Officer, on 02476 593572.