



## **Pupil Attendance Policy**

Mission statement:

**"Enjoy, learn, achieve"**

**September 2021 .**

Dawson Road  
Handsworth  
Birmingham, B21 9HB  
Tel: 0121 464 4669  
Fax: 0121 464 0508  
E-mail:  
[enquiry@grove.bham.sch.uk](mailto:enquiry@grove.bham.sch.uk)

## **Our Grove Expectations**

Pupils, staff and parents are:

- Good listeners and thoughtful speakers
- Are honest and tell the truth
- Are kind and don't hurt others or their feelings
- Respect all property
- Are supportive of others
- Always do our best
- We treat others as we would like to be treated

Mission statement: "Enjoy, learn, achieve"

## **This policy has been written with regard to the following:**

<https://www.gov.uk/government/publications/school-attendance>

This document states:

School Attendance Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

### Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
  - Ensure every pupil has access to full-time education to which they are entitled; and,
  - act early to address patterns of absence.
- 
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
  - All pupils to be punctual to their lessons.

The DFE have issued guidance for schools with regard to attendance and COVID 19 for 2021-2022

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

The expectations for attendance from September 2021 are:

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

School will follow the following with regard to COVID 19 and school attendance:

### **Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19**

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

### **Pupils who are a close contact of someone who has symptoms or confirmed COVID-19**

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

### **Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

### **Pupils who are clinically extremely vulnerable when shielding is advised**

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

### **Pupils who are self-isolating but who have not had a PCR test**

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

### **Remote education**

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we expect schools to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity, but this does not need to be tracked in the attendance register.

Further guidance has been issued to schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

## **Contents**

- 1. The School Vision**
- 2. Aims of the School Policy**
- 3. Completing attendance registers**
- 4. Our attendance procedures – what we do if we are concerned and Early Help**
- 5. Monitoring attendance**
- 6. Fast Track to Improve Attendance**
- 7. Children Missing Education ( DFE Children Missing Education, September 2016)**
- 8. Elective Home Education**
- 9. Medical Evidence**
- 10. Celebrating Success**

## 1 **Attendance – Our Vision**

### ***100% attendance for every child***

At Grove School parents, children, staff and governors believe that:

- Every child is important to and is valued by the school
- The school has a commitment to providing the highest possible standard of pastoral care, guidance, support and education and this is harder to achieve if children have poor attendance/punctuality
- Good attendance and punctuality will prepare children for adult life
- We do not want children to experience feelings of isolation, being behind with work or being left out of school events.

*It is therefore the responsibility of the whole school community to ensure all children attend school regularly and form good habits in punctuality.*

## 2 **Aims of the school policy on attendance**

- To ensure we protect children from the negative outcomes of poor attendance and support all children to develop their full potential
- To ensure all staff, parents and the Governing Body are fully conversant with the school policy on attendance
- To ensure that there are procedures in place to monitor pupil attendance effectively and these are followed, resulting in good attendance for all pupils
- To ensure that all pupils receive their full entitlement to education throughout their school life
- To ensure that parents and carers are supported by school and external agencies through a process of early intervention and collaborative information sharing
- To promote good attendance and reduce absence, including persistent absence
- To act early to address patterns of attendance

## 3 **Completing attendance registers**

All schools are required to have an attendance register which must be completed twice a day at roll call.

\* The school doors open at 8.30am. Pupils can come into school from 8-30am.

\* Electronic registers are completed between 8.45 and 8.50am.

\* Teachers complete the electronic register. On a designated whiteboard displayed by the door to the classroom the teacher will record: the date ( format 06.09.21) , the number of pupils present out of the number of pupils on roll

( format 29/30) and the full name of each pupil who is absent. Any pupils who are known to be in another country and therefore may need to quarantine are recorded using red pen by administrators.

\* At 8-45am the doors to school are closed and staff electronically record late arrivals of pupils at the school gate. They are recorded as L ( late arrival before the register has closed) on the school register, this is then changed to present by an administrator. A member of the administrative team takes children who arrive late in school to class. Once all pupils are in class an administrator will check every class attendance board. This is completed daily in the morning and at the start of the afternoon nursery session.

\* After 8.50am a child will be marked as late.

\* After 9.15am a child will be marked as late, unauthorised , code U.

\* In Key Stage Two if a child is frequently missing part of the first lesson due to late arrival at school the child may be required to complete the work missed at playtime with a member of staff.

Once all registers are completed, attendance boards checked and first day absence calls made an administrator completes a daily absence form. This is shared and discussed with senior staff.

#### 4 **Our absence procedures**

\* If a teacher receives a letter from a parent providing a reason for absence, then it must be passed on to a member of the administrative staff in the main school office. Letters and telephone calls from parents/carers are used to provide a code for an authorised absence by a (See Appendix A: Absence Codes). Letters from parents/carers are maintained on pupil file.

\* An administrator makes first day absence calls to ascertain the reason for a child's absence. The reason for absence is recorded on the school's electronic system using the absence codes. Administrators are present in the school playground from 8.30-8.55 am. Parents can inform them if their child is not present and the reason for their absence.

\* Any child, for whom we have no recorded reason for their absence from school, has a letter emailed/posted to the family home detailing when the child was absent and requesting the return of a letter to update our records . N codes should remain on register no longer than two weeks, following a two- week period the absence becomes unauthorised.

\* An absence of three days or more with no contact with the child's family or a pattern of poor attendance is a concern. School staff will continue to contact parents/relatives and may carry out a home visit to check on the welfare of the child/family. If school have no contact and remain concerned we may contact the police and request a safe and well visit.

\* An administrator discusses absent pupils, especially those whom the school has identified as vulnerable, with the senior management team on a daily basis.

### What do we do if we are concerned about a pupil's attendance?

When teachers note a pattern of absence, reduced attendance or have concerns about a child's attendance they will ask to meet with the parent/carer to discuss their child's absence record.

Following a meeting with the teacher if the child's attendance does not improve over a three-week period the year group leader will write to a parent to invite them to meet to discuss school's concerns about attendance.

If school continues to be concerned about a child's attendance a senior leader will invite the parent/s to an Early Help meeting. We recognise that poor punctuality and attendance may be due to range of reasons. We can offer advice and support.

### Early Help

<https://www.lscpbirmingham.org.uk/early-help>

### **What do we mean by Early Help?**

Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood, and applies to any problem or need that the family cannot deal with or meet on their own. It also applies to all children and young people, with any form of need.

Early Help requires that agencies should work together as soon as a problem emerges or a need is identified to ensure the child gets the right response, and the right services, from the right people at the right time. Our aim is to meet need early and avoid a problem escalating or the need increasing.

Early Help is provided to prevent or reduce the need for specialist interventions unless they are absolutely the correct response to meet the need and resolve the problem.

The **Early Help Assessment** and **Our Family Plan**, using the Signs of Safety and Wellbeing framework. For more information [click here](#).

If a pupil's attendance does not improve following the above procedures then school will follow Birmingham City Councils Fast Track to Attendance procedures. These can be found at:

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

Parents can find out more about pupil attendance from Birmingham City Council at:

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1502/school\\_attendance\\_advice\\_for\\_parents](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents)



## **5 Monitoring Attendance**

**At Grove all staff are responsible for monitoring attendance. All staff are proactive in improving attendance and punctuality of pupils.**

As well as our daily first day absence procedures we monitor attendance in the following ways:

- Year group team meetings
- Assistant head teacher meetings
- Daily meeting with the lead administrator for attendance and a senior leader
- Monthly reviews of those pupils who are persistently absent ( PA)
- Fast Track to Improve Attendance
- Referrals to Child Missing in Education Team
- Leave in Term Time Penalty Notices.

## **6. Fast Track to Improve Attendance.**

These can be found at:

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

The Designated Liaison Person is Ms J. Baker  
The lead administrator for attendance is Mrs M Murphy

Information about the process school follows with regard to Leave in Term Time can be found at:

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

## **7. Children Missing In Education ( CME)**

**A link to the guidance from the DFE can be found at:**

**<https://www.gov.uk/government/publications/children-missing-education>**

School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

For every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

**Information about Birmingham City Councils CME service can be found at:**

**[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1325/children\\_missing\\_education](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1325/children_missing_education)**

## **8. Elective Home Education**

The school follows the Birmingham City Council policy for Elective Home Education.

This policy can be found at: [www.grove.bham.sch.uk/parents/attendance](http://www.grove.bham.sch.uk/parents/attendance).

Information from Birmingham City Council for parents can be found at:

[https://www.birmingham.gov.uk/downloads/download/444/elective\\_home\\_education\\_guidance\\_for\\_parents\\_revised\\_december\\_2020](https://www.birmingham.gov.uk/downloads/download/444/elective_home_education_guidance_for_parents_revised_december_2020)

Birmingham Local Authority encourages parents / carers to inform them directly of the withdrawal of a child from school, even though schools will also notify the local authority.

We request that parents inform the Head Teacher of their intent to home educate in writing.

## **9. Medical evidence**

If a child's attendance becomes a concern to school we can request medical evidence. Telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. A child sent home from school, by school is medical evidence.

We will write to parents of children who we require medical evidence for. Medical evidence can include the following:

- a copy of the prescription
- slip with date, pupil's name and surgery stamp signed by the receptionist
- medical appointment card with one appointment entered
- letters concerning hospital appointments
- print screen of medical notes
- doctor's medical certificate
- doctor's letter

Once the school receives medical evidence the absence is authorised. Non production of medical evidence results in an unauthorised absence being recorded.

## **10. Celebrating Success**

**Recognising and rewarding good attendance is an important part of the work of all staff. We celebrate success in the following ways:**

- i. Postcards sent home to congratulate children on good or improved attendance.
- ii. Weekly assembly with a certificate for the class with the highest attendance.
- iii. 100% attendance for the term assemblies bronze, silver and gold – certificate, badge, prize and a wristband.
- iv. 97% - 99.9% attendance for the term assemblies – certificate, badge, prize
- v. 100% attendance for the year awards and prizes.
- vi. Attendance newsletter every term.
- vii. Attendance displays.
- viii. Attendance reported on the school website.
- ix. Attendance celebrated in school newsletters.
- x. Fantastic Fridays – one pupil from each year group is awarded a prize if they have attended 100% in the previous week.
- xi. 20 Day Challenge three times a year to reduce absence at the end of a term
- xii. Individual attendance charts for pupils

### **Attendance codes, September 2021**

Attendance codes can be found on page 9 of the following document:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2020\\_to\\_2021\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf)