



**CASTLEFORD  
PARK JUNIOR ACADEMY**

# Attendance Policy

**Castleford Park Junior Academy**

**Version 1.6 updated June 2022**

*Review Date: June 2023*



## **AIM**

There is a direct correlation between attendance and attainment. Regular attendance prepares pupils for future career prospects, minimises the risk of involvement in anti-social behaviour and can improve social skills and resilience skills. The aim of the Attendance Policy is to raise levels of attendance and punctuality for pupils at Castleford Park Junior Academy, therefore maximising opportunities for improved attainment.

## **OBJECTIVES**

- Reduce absence and lateness, and raise awareness of the importance of school attendance – increasing aspiration for pupils and families
- Include all school staff, parents, pupils and Governors in 'School Attendance Matters' strategies.
- Maintain a robust electronic data handling system, enabling school staff to access statistical data in order to work effectively in partnership with parents – using data analysis to ensure all are targeted
- Work effectively with parents/carers and partner agencies, using a range of strategies, to improve the attendance of individual pupils and the whole school.

## **THE LAW**

When parents have registered their child at school, the law expects them to ensure that the child attends regularly. If the Local Authority believes that the child is not being educated properly, the Education Welfare Service will address this in conjunction with the school, using various strategies, which may include legal proceedings.

These are:

- Parental prosecution, which will involve the parent/carers appearing in the Magistrates Court
- Penalty Notice, which is a fine issued instead of a full parental prosecution
- Education Supervision Order (ESO), which will involve the young person appearing in the family court

Legal measures will be considered carefully and discussed with the parent/carer either at a planning meeting, during the Fast Track process, or through written warning.

The 'Fast Track' process involves the Education Welfare Officer meeting with a parent, in partnership with school, to put a plan in place to improve attendance for a child who is at risk of becoming persistently absent.

Parents may be prosecuted for not sending their child to school under the 1996 Education Act. A parental prosecution will be used as a last resort once a school and the Education Welfare Service have tried to work with a family to increase a child's attendance.

A prosecution may involve the parent appearing in the Magistrates Court and may result in a Community Order, a fine of up to £2500, or a custodial sentence.

Anyone with parental responsibility for a child can be prosecuted for non-attendance at school whether the child lives with them or not.

## **ABSENCE FROM SCHOOL**

Any absence from school is detrimental to a child's education and progress. It disrupts learning, routines and progress. Government research shows that 17 days lost learning in one school year can lead to a drop of one grade at GCSE and SAT level.

School will follow up unexplained absences by contacting parents/carers on the first day of absence. Parents/carers may be invited into school to discuss attendance issues with the Headteacher, or Inclusion Manager and Education Welfare Officer, if there is a cause for concern. Home visits may take place if school have failed to make contact with parents. Parents need to understand that this is part of the academy's statutory responsibility and if no contact is made and staff are sufficiently concerned, a welfare check may be requested from the police.

### WHAT IS GOOD ATTENDANCE?

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
<b>Excellent</b>	<b>100%</b>	<b>190 days</b>	<b>0</b>	<b>0</b>
	<b>99%</b>	<b>188 days</b>	<b>2</b>	<b>10</b>
<b>Good</b>	<b>98%</b>	<b>186 days</b>	<b>4</b>	<b>20</b>
	<b>97%</b>	<b>184 days</b>	<b>6</b>	<b>30</b>
<b>School Target</b>	<b>96%</b>	<b>182.5 days</b>	<b>7.5</b>	<b>37.5</b>
<b>Cause for Concern</b>	<b>95%</b>	<b>180.5 days</b>	<b>9.5</b>	<b>47.5</b>
	<b>94%</b>	<b>179 days</b>	<b>11</b>	<b>55</b>
	<b>93%</b>	<b>177 days</b>	<b>13</b>	<b>65</b>
	<b>92%</b>	<b>175 days</b>	<b>15</b>	<b>75</b>
	<b>91%</b>	<b>173 days</b>	<b>17</b>	<b>85</b>
	<b>90%</b>	<b>171 days</b>	<b>19</b>	<b>95</b>
<b>Critical cause for concern that could lead to further serious investigation</b>	<b>89%</b>	<b>169 days</b>	<b>21</b>	<b>105</b>

### AUTHORISED ABSENCE

Some absences are unavoidable, usually due to illness, bereavement or difficult family circumstances. These absences should be supported by medical evidence or a written explanation from the parent/carer addressed to the Headteacher. The decision as to whether an absence is authorised or not lies with the Headteacher. In some instances, an absence that exceeds 5 days or more will be treated as unauthorised and will incur a fine.

### UNAUTHORISED ABSENCE

These are absences which are not permissible in Law, e.g. birthdays, shopping trips, days out and **Term Time Holidays**, and absences where no explanation has been received. The School will discuss unauthorised absence with the EWS and further action may be agreed.

The School **does not** authorise holidays taken in term time and will inform the Local Authority to issue a Penalty Fine. A Penalty Notice is a fine of £60 which increases to £120 if not paid within 28 days. An unpaid Penalty Notice will result in legal action. This is an expectation for all Castleford Multi Academy Schools in line with Government guidelines. Pupils have an entitlement to an education, not a term time holiday.

Any request for absence during term time should be made using the Exceptional Circumstances Request Form (see appendix 4).

### PERSISTENTLY ABSENT PUPILS

A pupil becomes a persistent absentee if he/she has missed 10% or more of school for any reason and has an attendance of below 90%. The Education Welfare Officer (EWO) may invite parents/carers to attend a Fast Track or attendance tracking meeting with the Headteacher or Inclusion Manager and herself, to discuss the situation further and an action

plan will be made to improve the attendance of their child/children and support the family to manage this.

## **PUNCTUALITY**

The Law states that children should arrive at school on time, every day. School opens at **8:50am** and the expectation is that pupils should be there ready to learn for that time. Poor punctuality is unacceptable and persistent lateness – such as frequently arriving after the close of registration, will be marked as unauthorised absence, leaving parents/carers at risk of legal action.

- **Any** pupil who arrives significantly late will have a narrowed school meal selection, because food preparation for meals starts as soon as children arrive at school
- Any **Year 6** pupil who arrives to school late twice in one week will be invited to reflection time in the library with a mentor to help to look for solutions to their punctuality issues
- Any **Year 6** pupil who arrives to school late three times in one week will meet with Mrs Foster and the parent to make an action plan to improve punctuality moving forward

Children are missing important support and targeted work when they are late, resulting in the following:

<b>Minutes lost each day</b>	<b>Days lost per school year</b>
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
25 minutes	19 days

## **ROLES/RESPONSIBILITIES**

### ***SCHOOL will...***

- Set high expectations for pupil attendance, and monitor individual and whole school attendance and repeated late pupils on a weekly basis.
- Identify causes of concern with regard to pupil attendance for individuals and families.
- Make initial contact with parents/carers where there is unexplained absence.
- Invite parents/carers into school to discuss - where there is no improvement and to understand any problems that may be leading to reduced attendance or punctuality.
- Work in partnership with the LA, and with the Castleford Multi Academy Trust Education Welfare Officer (EWO) particularly.
- Notify the LA if a child has been absent for 10 days or more without contact from parents or carers after an authorised absence, or 20 days after an unauthorised absence; or if their name is to be taken off the attendance register
  - See Children Missing in Education Policy for further details of how we do this
- Maintain electronic registration data systems effectively and deploy them robustly to facilitate presentation of reports.
- Provide attendance data for parents.
- Promote attendance at all levels – within school, the community, the LA, regionally and nationally.
- Celebrate excellent and improved attendance.
- Analyse data to identify pupils who may benefit from extra support from the attendance team.
- Always consider the individual needs of pupils and their families who have specific barriers to attendance. Pupil voice is central to all our record keeping

***PARENTS/CARERS will:***

- Ensure pupils arrive at school on time every day and that routines are in place at home to support this.
- Contact the school as soon as possible if absence is unavoidable, and follow this up with a written explanation.
- Obtain evidence, where possible, to support medical absence.
- Engage with school where absence, or lateness is causing concern and commit to making improvements.
- Avoid term time holidays, and attempt to minimise school time appointments, by making appointments before or after school or in the school holidays.

***PUPILS will...***

- Arrive at school on time, every day, with correct equipment and ready to learn.
- Comply with school regulations regarding attendance and punctuality.
- Discuss any concerns they may have with staff regarding attendance and punctuality.

***The Academy EWO will...***

- Work in partnership with the school to promote and facilitate improved attendance, at an individual level, either through a referral system or using the Fast Track to Attendance Programme; and at a whole school level using proactive strategies and Action Plans.
- Work with children and families to ensure their school attendance and safeguarding is maintained.
- Provide advice and guidance with regards to Children Missing in Education, Child Employment and Licensing.
- Work in partnership with other agencies and will offer advice and signposting for referrals to appropriate organisations.
- Undertake legal action on behalf of the School.
- Support the school with networking and training events and with individual School Audits and Action Plans.

## **Appendices:**

- 1) The school day
- 2) Attendance contacts
- 3) Letters 1 and 2 sent to parents to notify of problems with attendance
- 4) Letter sent to parents to notify of problems with lateness
- 5) Exceptional circumstances request form

## **Appendix One**

### **The School Day**

08.00 Breakfast Club

08.50 Registration

08.55 Lessons begin

10.20 AM break

12.00 Lunch, 1<sup>st</sup> sitting

12.30 Lunch, 2<sup>nd</sup> sitting

12.45 1<sup>st</sup> PM session begins

13.15 2<sup>nd</sup> PM session begins

15.05 End of school day

Mon – Thurs after school ‘wrap around care’ available from 15.05 – 17.30

## **Appendix Two**

### **Attendance Contacts**

Reporting of Absence	<b>School Office</b> 01977 518959 Option 1 to leave a message Option 1 to speak to a member of the office staff
Support with Attendance	<b><u>Donna Foster</u></b> Inclusion/Attendance Manager Contact via the school office on 01977 518959 <b><u>Claire Tonks</u></b> PA to Headteacher/Attendance Admin Contact via the school office on 01977 518959

## Appendix Three

### Attendance Letter 1

Dear Name

We have noticed a slip in Name's attendance, if there is anything school can do to support you please do not hesitate to contact us and we will be more than happy to help.

Attendance at school is a statutory requirement and students are expected to have a 'good' standard of attendance. Parents/carers have a legal responsibility to ensure their children attend school and we would like to support you in doing this. It is our job to support you and your child to ensure that they are at school as much as possible. When we ring you to discuss attendance or send a letter, we are checking whether there is any way that school can help you and if we are doing everything we can to ensure your child has the best possible start in life. Being late or absent from school can be a first indicator that a family needs further help or support. Please bear this in mind when we phone or send a letter, since our intention is to help.

There is a need for Name to improve his/her attendance. At present, Name's attendance is 0%. Our school target is 96%. Lack of attendance has a significant impact on Name's achievement. For your information, please find enclosed a copy of Name's Attendance Certificate.

At Castleford Park Junior Academy, we aim to work hard with parents to ensure children can attend school as often as possible as, where there is persistent absence, they are missing vital parts of their learning. Every lost day is a day where they could have spent time being read with, working on their mental maths, mastering a new skill that could become a future passion and enjoying time with their friends.

*Even missing one week is 20 hours of lost learning that has to be caught up in order for your child to reach their potential.*

#### What is good attendance?

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
School Target	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
	90%	171 days	19	95
Critical cause for concern that could lead to further serious investigation	89%	169 days	21	105

The academy will continue to monitor Name's attendance on a daily basis. Prolonged absences from school for such illnesses as coughs, colds, headaches and stomach upsets

would not necessarily be authorised as these could be managed within the Academy with appropriate medication.

May I take this opportunity to remind you that it is your responsibility to ensure Name attends school and arrives on time every day.

Should you require any further support or information please do not hesitate to contact me.

Yours faithfully



**Miss K Law**  
**Headteacher**

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Attendance Letter 2

Dear

Your attention has already been drawn to Name's unsatisfactory attendance at Castleford Academy Park Junior Academy.

Attendance at school is a statutory requirement and students are expected to have a 'good' standard of attendance (above 96%). It is your responsibility to ensure that Name attends school and arrives on time.

Despite previous correspondence and interventions there has been no improvement and Name attendance is now %. This is an unacceptable level.

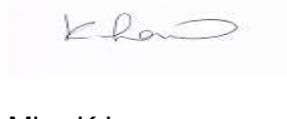
Name is at risk of becoming a "persistently absent" pupil – this is when a student's attendance falls below 90%. This could lead to the Academy seeking appropriate legal action to ensure your child's attendance improves. Such action could involve an appearance at the Magistrates Court and the possibility of receiving a Parenting Order or a fine of up to £2,500 for each parent/carer. To avoid this it is important that Name attends school every day.

Please be aware that prolonged absences from school for such illnesses as coughs, colds, headaches and stomach upsets would not necessarily be authorised as these could be managed within the Academy with appropriate medication.

If Name's attendance does not improve this may result in a Fast track to attendance meeting being called to discuss the attendance issues and decide appropriate actions.

Should you require any further support or information please do not hesitate to contact me.

Yours faithfully



**Miss K Law**  
**Headteacher**

## Appendix Four

### Lates Letter

Dear

Re: Persistent Lateness

I am writing to inform you that NAME is persistently late for school. Between ..... and ..... he/she was late on ..... occasions.

The Law states that children should arrive at school on time, every day. When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Every lost minute is time where they could have been read with, or working on their mental maths, or mastering a new skill that could become a future passion.

Our policy with regards to lateness states:

- **Any** pupil who arrives late will have a narrowed school meal selection, because food preparation for meals starts as soon as children arrive at school
- Any **Year 6** pupil who arrives to school late twice in one week will be invited to reflection time in the library with Mrs Walton to help to look for solutions to their punctuality issues
- Any **Year 6** pupil who arrives to school late three times in one week will meet with Mrs Foster and the parent to make an action plan to improve punctuality moving forward

Meanwhile, if anything can be done to support NAME getting to school on time please do not hesitate to contact me.

Yours sincerely,

Donna Foster  
Inclusion Manager

## Appendix Five - Exceptional Circumstances Request Form

Date of request:

Names of Children:	First Name	Surname	Form tutor Group
Leaving Date		Date Due back in School	
Length of Absence applied for – School days only:                      days			
Siblings in other schools: <i>Please note that this request information will be shared with attendance leads in other schools in which the siblings attend</i>	First name	Surname	School
Contact Details			
Parents/Guardians	First name:	First Name:	
	Surname:	Surname:	
	Address:	Address:	
	Postcode:	Postcode:	
	Email	Email	
	Home Phone Number	Home Phone Number:	
	Mobile Number:	Mobile Number:	
	Alternative Number whilst away	Alternative Number whilst away	
Reason for absence including full explanation of exceptional circumstances:			
Point of departure (E.g. airport, coach, train station etc):		Destination:	
Time of Departure			
<b>Emergency Contact Details (Someone who is staying in Castleford)</b>		If a child is not leaving with parents – who is accompanying them?	
First Name			

Surname:	Who will be caring/responsible for the child?
Address:	Why is/are the parents not leaving with the child?
Postcode:	
Relationship to child:	Name:
Home Number:	Relationship to child:
Mobile Number:	Address:
Email:	Postcode:

### Statutory Declaration – Legal responsibility

#### Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

#### Fines

I understand if my request is unauthorised I am most likely to be fined, £60 per parent, £60 per child (for example a family of 4 with 2 parents and 2 children will be fined a total of £240)

Once the penalty notice is issued, I have 27 days in which to pay the fine. If I fail to pay in that time period, the fine will double. I then have another seven days in which to pay, taking the total time in which to make payment to 28 days. If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £7000, and a criminal record which can affect employment opportunities.

#### School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place. I am also aware that there is a shortage of places in the school, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being of detriment to their education and causing implications to my own employment.

Parents/guardian full name:

Signature:

Date:

Parents/guardian full name:

Signature:

Date:

### School Section

Any previous request:		Is the requested absence during exams	
Y/N		Y/N	
Reason for refusal/Comments			
Authorised	Approved date for absence:	Number of school days:	
Unauthorised	Reason for refusal:		
Headteacher's signature			

Monitoring and Review:

*Updated March 2019 version 1.1*

*Updated May 2020 version 1.2 – Addendum – COVID-19 DfE Guidance added*

*Updated Oct 2020 version 1.3 – attendance target amended to 96%, addendum removed*

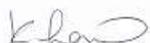
*Updated Jan 2021 version 1.4 – Addendum – COVID-19 Guidance added, attendance leaflet deleted, Letter 1 amended*

*Updated June 2021 version 1.5 – COVID Addendum removed*

*Updated June 2022 version 1.6 – the school day and attendance contacts added*

*Next Review June 2023*

Signed



Date: June 2022

**Miss K. Law Headteacher**

Signed



Date: June 2022

**Mrs T Sycamore Chair of Governors**

Signed

Date: June 2022

**Mrs D Foster Inclusion/Attendance Manger**