



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



## Attendance Policy

### Vision

We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and 'live life in all its fullness'. (John 10:10)

### Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

**Reviewed:**           **Spring 2024**

**Next Review:**       **Spring 2025**

*This policy has been drawn up following the guidelines laid out by DfE and the Surrey Inclusion Service.*

The staff of Nutfield Church Primary School are committed, in partnership with the parents, carers, pupils, governors, the Local Authority (LA) and the Southwark Diocesan Board of Education to building a school which the community feels part of and which serves the needs of the community commendably.

The school staff, alongside the LA, firmly believe that continuity of attendance promotes better learning through maximising the opportunities for each pupil to realise his/her true potential. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

**As a school we expect that all pupils will:**

- attend school regularly;
- attend school punctually (i.e. arrive at school after 8.40 a.m. and before 8.50 a.m. when the bell rings);
- attend school appropriately prepared for the day;
- let their Class Teacher or Headteacher know of any problems that deter them from attending school.

**As a school we expect that all parents/carers have day to day responsibility for the children and will:**

- acknowledge regular school attendance of their child/children is their legal responsibility
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first morning of the child's absence;
- contact the school promptly whenever any problem occurs that may keep the child away from school.
- Not take their children out for holidays during term time (see **absence process**)

**School staff will:**

- keep regular and accurate records of attendance for all pupils twice daily as their legal responsibility
- to record all reasons for absence in the register;
- monitor every pupil's attendance
- monitor all pupil's attendance for patterns and trends
- contact parents as soon as possible when a pupil fails to attend where no message has been received
- follow up all unexplained absences to obtain notes authorising the absence

- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance

### **Class Teachers**

- to complete registers accurately and punctually at least twice daily;
- to follow up any unexplained non-attendance;
- to inform the Home School Link Worker of any attendance concerns;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Headteacher.
- refer irregular or unjustified patterns of attendance to the Education Welfare Service

### **Holidays**

- The school holiday dates are published a year in advance and we expect that parents/carers ensure any leave is booked during the school holidays. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

### **Encouraging Attendance**

Nutfield Church Primary School encourages regular attendance in the following ways:

- by marking registers accurately and punctually during morning and afternoon registration. The registers will close at 9.05am. If pupils arrive at school after 9.05am this is deemed as late. Any arrival after 9.25am will be marked as a 'U' code and the lateness will be deemed as an unauthorised absence. The pupil's name will be noted in case of a fire drill; persistent lateness may be notified to the Inclusion Officer.
- by monitoring pupils, we may inform parents/carers in writing of irregular attendance (below 95%). If the attendance of the child does not improve, we may arrange a meeting between the Parent/Carers and our Headteacher and the Home School Link Worker. The school may ask for medical evidence to verify absence from school. Any absence not verified will be marked as unauthorised. This may result in a referral to the Inclusion Tea.

### **Other Non- Attendance**

For medical and dental appointments during the school day, the school should be informed as soon as possible (preferably by a letter in advance) and unless the appointment is very early or late in the day the pupils should attend school before and after the appointment. Every effort should be made to make appointments outside of the school day.

### **Changing schools**

It is important that if families decide to send the child/children in their care to a different school that they inform the Headteacher as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

We do not send on the child's personal school records until the receiving school contacts us, with that school having first accessed the Data Manager Common Transfer Files Tracking System. In the event that the school has not been informed of the above information, we are obliged to refer this on to the Education Welfare Service.

### **Responding To Non-Attendance**

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no note or message is received from the parent/carer by 9.20 a.m. the school will try to contact them that day.
- If there is no response, the school will continue to try to contact the parent/carer. If there has still been no contact made, the school will send a letter of concern to parents/carers or invite them into school to discuss their concerns.

### **Children at Risk of Missing Education**

- The school governing body must have regard to the current statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
- Where reasonably practicable, for every pupil, we 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 additional options for making contact with a responsible adult when a child is missing school.

### **Low Level Attendance**

Where a pupil has been identified as having low level attendance (below 95%) the following procedure will be followed and led by the Home School Link Worker and the Headteacher.

- 1 - A letter of concern is sent out to the family (Appendix 1)
- 2 - If there is no change after review period a further letter is sent out (Appendix 2)
- 3 - Possible court action

**Nutfield Church (C of E) Primary School**

**59 Mid Street  
South Nutfield  
Redhill  
Surrey RH1 4JJ**

**Telephone: 01737 823239  
E-Mail- info@nutfield.surrey.sch.uk**

**Headteacher: Miss Imogen Woods – BEd Hons (Oxon)  
Deputy Headteacher: Mrs Anna Benjamin – BA PGCE**

Address

Date

Dear Parents and Carers,

As Home School Link worker, I am required to check the attendance of all children at our school and to look into any child's attendance that drops below 95% as advised by the Surrey County Council Inclusion Service.

During my recent check I noticed that the attendance for XXX is currently showing XX%. If there is any help we can give you to improve this record please contact me via the school office.

Yours sincerely,

Mrs A. Benjamin  
Home School Link Worker

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Date

Dear Parents and Carers,

**Re: xxx Attendance Concern**

I am writing to you with further concerns about «first»'s attendance.

To date xxx attendance is XXX% so far this year. His/her education is important to us and so we can no longer authorise any further absences for him/her.

Any future absences must be covered by medical evidence, for example, a prescription, doctor's appointment or GP letter. It will also be acceptable just to get the GP to sign an appointment card if that is more convenient. If we do not receive this evidence the absence will be recorded as "unauthorised".

XXX absences from school will be having a serious impact on «hisher» learning and achievement and so we would ask you to ensure that «first»'s attendance improves over the coming weeks and months. If XXX attendance doesn't improve it might be necessary to refer them to Surrey County Council's Inclusion Service.

I will continue to monitor XXX attendance over the coming weeks and am happy to help in any way I can. Thank you for your support.

Yours sincerely,

Imogen Woods  
Headteacher

Anna Benjamin  
Home School Link Worker