



At Chellaston Infant School, we believe that everyone should reach their full potential in a safe, fun and happy environment which promotes independence, self-worth and excellence. Everyone is a learner whose values are respected.

**Chellaston Infant School**  
School Lane, Chellaston  
DERBY, DE73 6TA

**Headteacher:** Lindsay Galley  
Telephone: 01332 700298

[admin@chellastoni.derby.sch.uk](mailto:admin@chellastoni.derby.sch.uk)

## ATTENDANCE POLICY

April 2021

Chloe Frearson

This school intends that attendance will be at least 96%

**Agreed by Staff: October 2020**

**Agreed by Governors: October 2020**

**Date of Next Review: October 2023**

Date	Change made where?	Change description	Approved by Governors	Next review
October 2020	Section 1	Added link to new guidance		
October 2020	Section 5	Added COVID-19 addendum		
April 2021	Section 3	Certificate information		
April 2021	Section 4	Learning Mentor support added		
April 2021	Section 6	Reporting procedure amended		
April 2021	Section 8	CME additions for EHE and Vulnerable children having HV on first day of absence if contact is unsuccessful.		

### 1. STATUTORY DUTIES

The school applies the following procedures in deciding how to deal with individual absences (as detailed in the Guidance on School Attendance, November 2020

[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) )

### 2. AIMS

- To achieve at least 95% attendance each year, and to improve attendance by 1% each year.
- To raise attainment.
- To develop positive attitudes to school.
- To maintain parents and pupils awareness of the importance of regular attendance.

### 3. OBJECTIVES

Consistently high attendance will be achieved by:

- Communicating our policy to all parents/carers.
- Recording absences accurately, using codes and input in to Integris.
- Adhering to the local authority guidelines on authorisation of absence.
- Daily monitoring checks.
- Regular checks/meetings by the Education Welfare Officer 'EWO'.
- Identifying vulnerable pupils and offering support.
- Challenging persistent lateness and absence.
- Certificates each term and at the end of the year for excellent attendance.
- Attendance flyers distributed to parents/carers.
- Attendance posters around school site.
- Chasing up texts sent to parents – amending registers accordingly.
- Lead attendance meetings with targeted parents distinguishing reasons for absences/lates and offering help and guidance.

#### **4. RESPONSIBILITIES**

The Local Authority (LA), School, its Governing Body and Parents/Carers have a legal responsibility to ensure that children attend school. It is our intention to work together to ensure good attendance.

- The named person in school who is responsible for attendance is Chloe Frearson, Attendance Officer. The Learning Mentor Team, Lynn Hateley and Kelly Leeder support and work with the Attendance Officer.

In order to make the required educational progress children should attend school every day.

The number of hours, excluding the daily act of worship, registration and breaks, spent on teaching is 22 hours 5 minutes. (DFE regulations state that an infant child should have at least 21 hours). Last year we had 0.59% unauthorised absence caused mainly because parents didn't send us explanations when their children were absent. Our overall attendance rate was 96.02%. Holidays during term time are not an entitlement and are strongly discouraged by the Government, Local Authority and School; these will not be authorised by the Headteacher.

#### **5. SCHOOL PROCEDURES – effective from February 3rd 2017**

##### **Registration (one day counts as 2 attendances)**

- The school gates are open at 8.45 am.
- Registers are taken between 8.55am and 9.10am
- Children who arrive late between 9.10am-9.25am will be marked as L (authorised late).
- Children who arrive at 9.25am will be marked as U (unauthorised late).
- Children arriving late to school (or after the school gates are locked) should be taken to the school office and signed before being taken to the classroom.
- Afternoon registration starts at 1pm for Reception and 1.20pm for KS1.

##### **\* COVID19 – STAGGERED START TIMES**

- Gate times: Year 1, 8.30am – Year 2, 8.45am – Reception, 9.00am
- Children are noted as LATE if they arrive within 15 minutes of their start time but after the gates have closed (authorised late)
- Children arriving after 15 minutes of their start time are marked as an unauthorised late.

##### **Absence**

- If a child is ill, school should be notified as soon as possible on the day of absence and no later than 9.00am. Notification can be by telephone or in person, stating the child's name, class and the nature of the illness.
- If no message has been received by 9.05am, the admin assistant will text to find out why the child is absent from the school. If we have yet to receive a reason by 9.45 then all pupil contact numbers and emergency contacts will be called.
- Reasons for absences noted in online pupil system (Integris) for monitoring and teacher awareness.
- Please see Children Missing Education Section of policy for more than 1 day absence without reason.

##### **Lateness**

- If a parent/carer knows that a child is going to be late, then they should inform the school by telephone or in person, stating the reason for lateness.
- If a child arrives late to school, then s/he should be brought to the school office to be signed in before being taken to the classroom.
- The admin assistant will amend the child's record accordingly, noting the time and reason for late in the pupil system.
- Late letter sent to parents if pupil(s) late more than 5 times (appendix 4).

##### **Holidays during term time**

- Amendments to the 2006 Education Regulations remove references to family holiday and extended leave as a reason for authorising absences from school, as well as the statutory threshold of ten school days.
- The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- Headteachers should determine the number of school days a child can be away from school if the leave is granted.
- Penalty notice documents collated by Attendance Officer, approved by Headteacher and send to EWO.

##### **Leave of absence**

- Leave of absence forms available from the school office (appendix 1).
- School determines authorisation/un-authorisation.
- Parent informed of decision via text and follow up 'Penalty Notice' letter (appendix 2).

- EWO notified to issue penalty notices by school completing the 'Headteachers Form' (appendix 3)
- Exceptional circumstance to be considered\*.

### **\*Exceptional Circumstances**

Accredited exam

- Significant family bereavement i.e. Mother (Step), Father (Step), Principal Carer, Sibling or Crisis (1 day)
- Significant family illness i.e. Mother (Step), Father (Step), Principal Carer, Sibling or Crisis (1 day)
- Religious day
- Involvement in court proceedings (1 day)
- Other exceptional circumstances (1 day only for attendance of a close family wedding i.e. Parent, Grandparent, Sibling, 1<sup>st</sup> Aunty/Uncle)

***Parents/Guardians may receive a Penalty Notice payable up to £120 per parent per child for un-authorised leave of absence.***

### **Medical appointments**

- Every effort should be made to make medical appointments outside of school hours.
- If a child must attend a medical appointment during school hours, he/she must be signed out on leaving and signed in on returning by using our electronic system, Inventory. Inventory is also used as an appendix to class registers during a fire or fire practices.
- Parents may be asked to produce evidence of appointments.

### **Monitoring and evaluation**

School registers are checked every day by the admin assistant and monitored weekly/half termly by the Attendance Officer.

- Persistent lateness or absence with or without a reason will result in letters being sent home to parents (appendix 4 and appendix 5). If absence/lateness persists then issue will be referred to EWO who may contact the parent/carer.
- If, following intervention and support from the EWO, absence/lateness is still a problem; a penalty notice may be issued. Failure to pay a penalty notice may result in prosecution.
- 100% attendance is celebrated in school assembly: termly and annually with certificates.
- 85% identified as poor and noted on the school's annual report to parents.

## **6. REPORTING**

- The Attendance Officer reports the termly attendance figures to the local authority.
- Attendance is reported in pupils' school reports annually.
- Parents issued with attendance flyers.
- Attendance posters around the school.
- Attendance Officer and Learning Mentors meets with parents to discuss attendance issues.
- Attendance Officer may refer child to EWO as a requirement if child is not attending regularly.

If school has concerns regarding a child's attendance school will follow the below procedure to tackle the issue:

1. Conversation with Parent via phone or face 2 face;
2. <95% letter;
3. <92% letter (EWO notified);
4. Meeting with Attendance Officer and Learning Mentor – if attendance doesn't improve, school will hold a meeting with parent to discuss issues and create a plan to increase attendance.
5. EWO Meeting

The Education Welfare Officer will be informed at stage 3 and will be kept informed throughout the issue. EWO can be asked to be involved at any stage and help with home visits and phone calls from point 3.

## **7. SUMMARY**

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

**As a parent you can help us by:**

- Ringing us on the first morning of all absences with the reason
- Arranging dental and doctor's appointments out of school hours
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- Keeping us updated by telephone if your child has an extended period of absence due to illness

**We shall:**

- Follow up all unexplained absences from the first day
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus and the Home-School agreement
- Acknowledge and reward good attendance
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance
- If we continue to have concerns make a referral to the School Education Welfare Officer, who visits the school regularly to review and support attendance matters.

**8. CHILDREN MISSING EDUCATION**

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise". This is in line with CME Guidelines 2016

**Children Missing Education are:**

- Not on a school roll.
- Not being educated in a school or anywhere else.
- Identified as being out of Education for over 20 school days.

**Children Missing Education are not:**

- Children who are on roll of a school but are not in regular attendance.
- Children who are being electively home educated (EHE). These children are referred to the LA.
- Children whose parent/carer has applied for a school place, and the application is being dealt with by the Admissions procedure.

**Procedure to follow if a child on roll but not attending:**

1. Day 1 – Contact parent. (Vulnerable children will receive a home visit if contact is unsuccessful on first day of absence);
  2. Day 3 - Contact child's emergency numbers for information; home visit from school;
  3. a. Whereabouts known but not attending – contact EWO;  
b. Whereabouts unknown – refer to CME no later than 10<sup>th</sup> day, begin paperwork.
- \* ALL contact, conversations, calls, emails, text reports, home visits, letters etc. must be recorded and kept with responsible member of staff as appropriate.

**CME- Admissions****Leavers:**

- Ensure parents complete and return Leaving Form (appendix 6).
- School to send parent letter to inform them their child will be taken off role.
- School will ensure that the electronic referral process (SIP) in reporting a child has been taken off role, due to movement of school.
- Leaver's checklist.

**New Starters:**

- Confirmation to previous school given of child's attendance.
- Electronic notification of new child completed via School's Information Portal.
- New starters' checklist.

School has appropriate measure in place for CME scenarios (appendix 7)

**APPENDIX 1**



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**CHELLASTON INFANT SCHOOL  
 PUPIL LEAVE OF ABSENCE FORM**

Date of letter.....

I wish to apply for leave of absence from school to be granted to:

Name of child: ..... DOB: ..... Year: ..... Class: .....

Ethnicity:..... Language:.....

Dates of proposed absence: From: ..... To: .....

Reason for Proposed Exceptional Circumstances (please see Leave of Absence Policy for definition of terms)  
 .....  
 .....  
 .....

Total days requested .....

Parent(s) full Name(s) ..... Date of Birth .....

Mobile: .....

Date of Birth .....

Mobile: .....

Address: .....

I have a child at Chellaston Junior School      Yes      No      Name.....

Signature of Parent/Carer..... Date.....

Signature of Parent/Carer..... Date.....

Consequences for parents taking children on holiday in term time which are not authorised by the school *MAY* result in a Penalty Notice of £60 *per parent per child* being issued by the Local Authority

**FOR SCHOOL USE ONLY**

Attendance %  Code

Interview Offered to Parent/Carer?    Yes     No     Electronic Register     Dinner Register

Authorised?    Yes     No     Headteacher.....

Parent informed by text?    Yes     No     Secretary.....

Sent to EWO?    Yes     No     Date.....

## APPENDIX 2



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ADDRESS

DATE

Dear Mr and Mrs Price

### Request for Leave of Absence

Name and DOB of child(ren)

Thank you for completing our leave of absence form. You would have also received a text message from school to inform you that your request has been unauthorised.

As you are aware the Minister for Education has recently announced that from 1<sup>st</sup> September 2013 - Schools, Academies and Free Schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances

This is to notify you that your request for 5 DAYS (20-06-17 to 26-06-17) has been declined as it does not meet the criteria for '*exceptional circumstances*' should you still take this holiday; the absence will be recorded as un-authorised.

All un-authorised absences are reported to the Education Welfare Service who may issue a Penalty Notice.

- Payment is £60 per parent per child if paid within 21 Days
- Payment is £120 if paid within 28 Days
- Fines apply per parent per child
- If not paid the matter will be placed before the Court.

If you have any queries, concerns or wish to discuss this further please contact Chellaston Infant School on 01332700298 or the education welfare department on 01332640689. Please visit our school website to read our school attendance policy or request a copy from the school office.

Yours sincerely

Mrs Galley  
Headteacher

# Head Teacher

## Request for Penalty Notice

Issue	
Date	
Issue Number	
21 Days	
28 Days	

### UNAUTHORISED ABSENCE

School year	School	Year/Reg Group:
Child's name	Male/Female	DOB
Ethnicity	Home Language	
Address including Post Code		
Parents First name	Surname	DOB
Address including Post Code		Invoice Number
		Customer Number
Contact Number		
Parents First name	Surname	DOB
Address including Post Code		Invoice Number
		Customer Number
Contact Number		

## APPENDIX 4



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PARENT/CARER OF:

Your child is often late at school – arriving after the register is marked at 8.55am. Please ensure he/she arrives on time as late children cause disruption to the class and teacher. Late marks also affect your child's attendance record and may trigger involvement of the Education Welfare Officer.

Reminder – school gates are opened at 8.45am and locked at 8.55am.

Thank you for your co-operation.

Yours sincerely,

Chloe Frearson  
Attendance Officer

## APPENDIX 5



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Dear Parent/Carer,

I am writing to you as it has been brought to my attention that your child

....., has an attendance percentage of .....

As guided by Derby City Council, we as a school have a duty to investigate a child's absence when their attendance percentage is under 95%. This letter is to make you aware of your child's attendance percentage and are offering you help and support if you are having any difficulties getting your child to school and/or on time. Please contact me if help or support is needed. We appreciated some children can be more prone than others to picking up bugs and viruses etc., if you feel you would like advice or support regarding your child's health, our school nurse would be more than happy to contact you. The school health contact number is 01332 861193.

We will continue to monitor your child's attendance but please be aware that if attendance continues to decline we will continue with the next steps of our attendance procedure detailed in our Attendance Policy.

We do have to inform you of the following information if your child's attendance continues to decline:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable

- (a) to his/her age, ability and aptitude
- (b) to any special educational need(s) he/she may have, either by regular attendance at school or otherwise.

**Section 444 of the Education Act, 1996** says:

"If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parent is guilty of an offence."

If the reasons given for your child's irregular school attendance are not satisfactory, or we have not received a reason, then the Education Welfare Service may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine
- Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to **£1000**
- Prosecution under s444 (1)(a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks imprisonment.**

If you require any further support or advice regarding this matter, please do not hesitate to contact me.

Kind regards,

C. Frearson  
Attendance/CME Officer  
c.frearson@chellastoni.derby.sch.uk

APPENDIX 6



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 Website: [www.chellastoninfants.co.uk](http://www.chellastoninfants.co.uk)

**Headteacher:** Lindsay Galley

**LEAVERS INFORMATION LETTER**

If your child is leaving school fill in this form **AND RETURN IT TO THE SCHOOL OFFICE**. If you are not sure of the details of your move, please let us know as soon as possible, but fill in this form as fully as you can before you leave.

**SCHOOL NAME:           CHELLASTON INFANT SCHOOL**

Why you need to complete this form:

- **Your current school is expected to transfer information to the new school.**
- The School and Local Authority have a duty to track your child's education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child's new educational provision which may include contacting Social Services and the police.
- These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.

PUPIL DETAILS				
NAME:	DOB:    /    /	YEAR:	CLASS:	LAST DAY:
	ETHNICITY:	GENDER:		
NAME:	DOB:    /    /	YEAR:	CLASS:	LAST DAY:
	ETHNICITY:	GENDER:		
NAME:	DOB:    /    /	YEAR:	CLASS:	LAST DAY:
	ETHNICITY:	GENDER:		

<p><b>Current Address</b>                  (Previous if Leaving Due to House Move)</p>	Address Line 1 _____  Address Line 2 _____  Address Line 3 _____  County _____  Post Code _____
--	---

**REASON FOR LEAVING**

<input type="checkbox"/> Moving Address	Address Line 1 _____  Address Line 2 _____  Address Line 3 _____  County _____  Post Code _____  Local Authority _____  Date at New Address _____
---	---

<input type="checkbox"/> Moving Country	Address Line 1 _____
	Address Line 2 _____
	Address Line 3 _____
	Country _____
	Post/Zip _____
	Flight Information _____
	Flight Date _____

**NEW SCHOOL INFORMATION**

<b>New School Details</b>	SCHOOL NAME _____
	Address Line 1 _____
	Address Line 2 _____
	Address Line 3 _____
	County _____
	Post Code _____
	Local Authority _____
	DATE OF STARTING SCHOOL _____

**PARENT CONTACT DETAILS**

Father/Carer Name	
Mother/Carer Name	
Mobile Number/s	
Landline Telephone	
Email	

**EXTRA CONTACT DETAILS PLEASE COMPLETE**  
*We will only contact them if we need information and cannot contact you about your child's new school. Please choose a friend or relative who you will be staying in touch with and who is not expected to move in the near future.*

Friend/Relative Name	
Relationship to You	
Mobile Number/s	
Landline Telephone	
Email	

**SIGNATURE**

Parent/Carer Name	
Signature	
Date	

**ANY OTHER DETAILS**

*Please provide any other information if appropriate.*

Empty box for providing additional details.

**THANK YOU FOR YOUR HELP!**

**OFFICE USE – ADMISSIONS/EWO**

**Date** .....

.....

**UPN**.....

## APPENDIX 7

### SCENARIO 1

#### A CHILD IS MOVING SCHOOLS AND/OR AREA

REQUEST TO PARENT TO COMPLETE LEAVERS FORM DETAILING NEW SCHOOL AND NEW HOME ADDRESS

CME OFFICER (CFR) CONTACTS NEW SCHOOL TO CONFIRM ADMISSION

AFTER THE CHILD LEAVES CONTACT WITH NEW SCHOOL IS MADE FOR THE 2ND TIME TO CONFIRM ATTENDANCE

TRANSFER CHILD'S CTF FILE AND SEND PUPIL BROWN FILE WITH RECEIPT OF DOCUMENT LETTER FOR NEW SCHOOL TO RETURN

COMPLETE INTERNAL LEAVERS FORM AND SEND 'OFF ROLE' LETTER TO PARENT

COMPLETE EDUCATION WELFARE (EW) ONLINE REFERRAL - ADMISSION TO NEW SCHOOL CHECK AT DERBY CITY COUNCIL LEVEL COMMENCE

INFORM ADMISSIONS TEAM OF AVAILABLE SCHOOL PLACE

### SCENARIO 2

#### A CHILD IS MOVING SCHOOLS AND/OR AREA

REQUEST TO PARENT TO COMPLETE LEAVERS FORM DETAILING NEW SCHOOL AND NEW HOME ADDRESS

PARENT DOES NOT HAVE NEW SCHOOL IN PLACE

CME OFFICER AND LM CONDUCT HOME VISIT TO CONFIRM FAMILY HAVE LEFT OLD ADDRESS

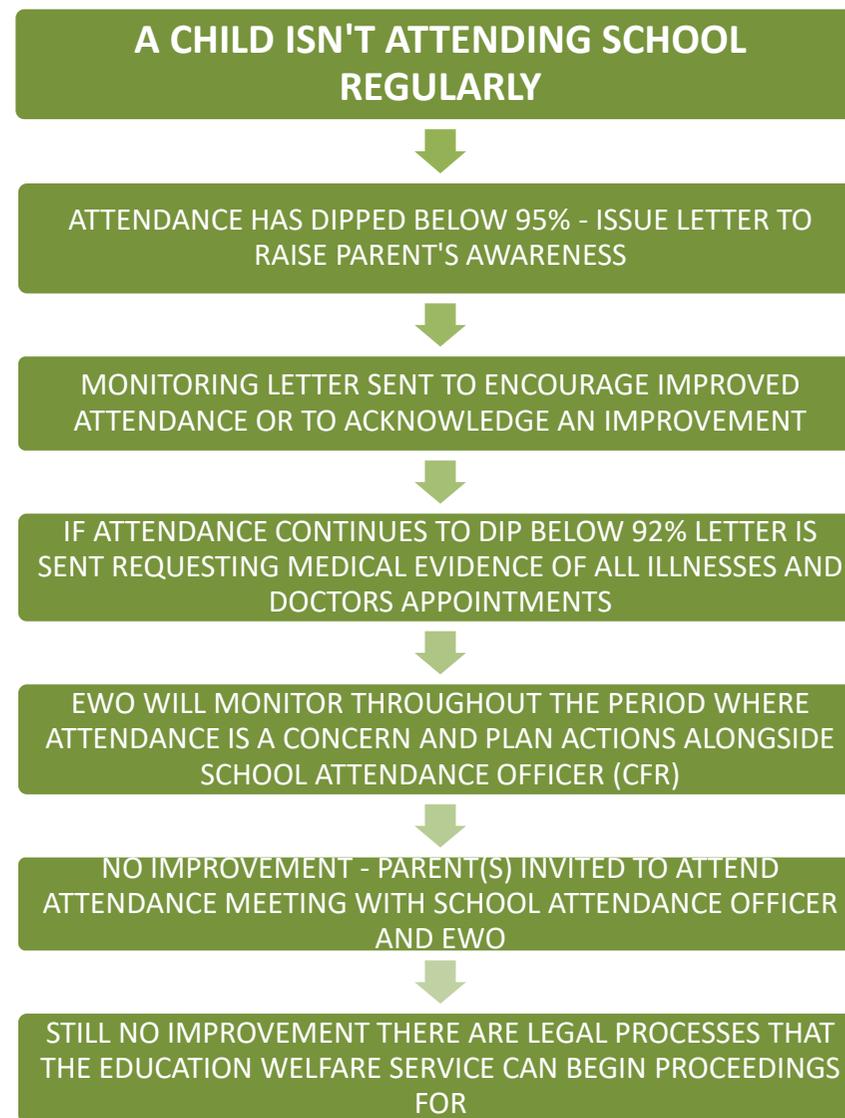
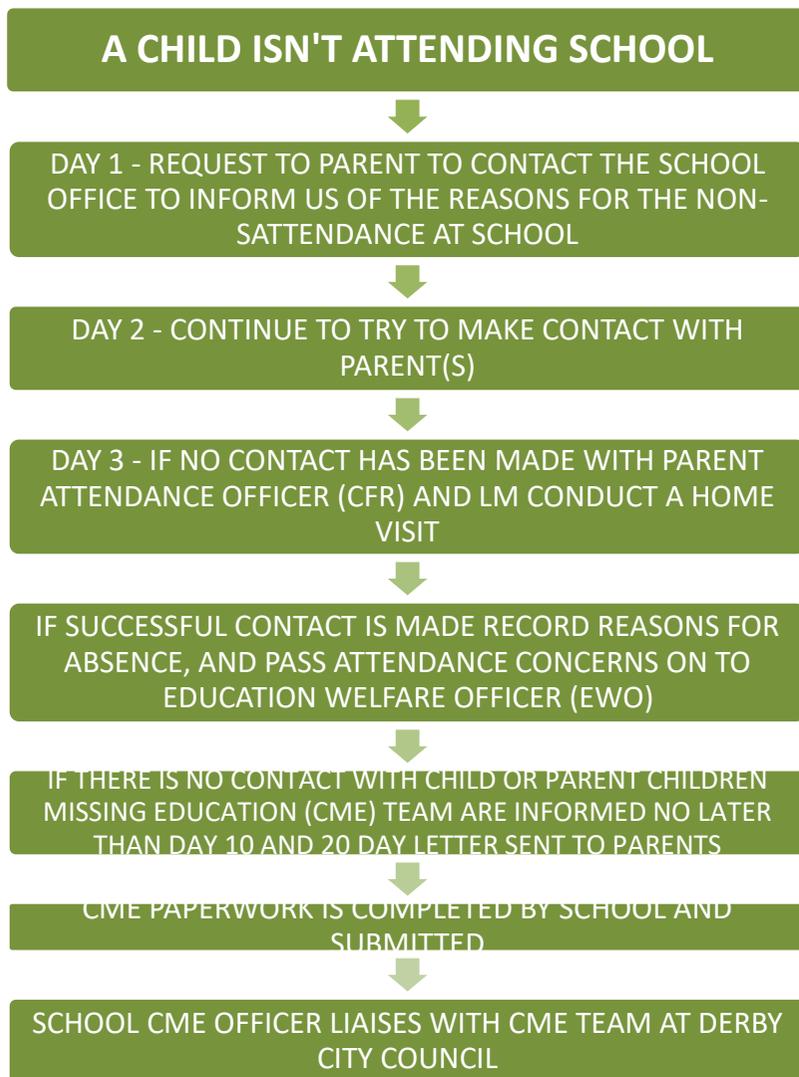
CONTACT COUNCIL OF NEW ADDRESS AREA AND ENSURE AN APPLICATION HAS BEEN MADE. SCHOOL AWAITS NEW SCHOOL CONFIRMATION THE CARRIES OUT SCENARIO 1.

IF AN APPLICATION HAS NOT BEEN MADE REFER TO EWO-CHILD CANNOT BE TAKEN OFF ROLE  
CME OFFICER TO CARRY OUT CME PROCEDURE, CONTACTING SOCIAL CARE IF NECESSARY.

20 DAY LETTER ISSUED

REFER TO EWO AND CME, ALSO INFORM ADMISSIONS

### SCENARIO 3



All contact with parents and EW i.e. conversations, phone call, emails, texts, home visits, letters are all recorded and kept with the responsible member of staff. School checklists are carried out for children leaving, and joining the school as well as completing the EW/CME online referral forms, which is a check on both school's admission checklists mentioned above.