David Ross Education Trust
Broadening Horizons

Attendance Policy Contextual Appendix Primary

Academy Name: Cedar Road Primary School

Senior Attendance Champion: James Au

Attendance Link Governor: Jolen Grantham

The Timings of the School Day: The school day starts promptly at 8:50am. Morning register is taken at 8:55am and will be kept open for 30 minutes in line with DfE recommendations. Our afternoon register is taken at 1pm.

A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised if there is evidence of the appointment provided.

If the pupil is late for no good reason, they will be marked with the unauthorised absence code 'Late after registers close' (U). Cedar Road offers a variety of before and after school clubs which can support with good attendance.

How to report your child as being absent from school and what will happen next: If your child is unwell and unable to come into school then please report their absence by contacting the school via MCAS or phone the school office (01604 712645 option 1) on each day of a child's absence before 8:50am. A voice message can be left. If a message has not been received a pastoral phone call or home visit will be carried out.

Cedar Road Primary School expects absence to be kept to a minimum and that routine medical and dental appointments should be arranged out of school hours where possible.

How to request a leave of absence for your child: All requests of absence taken in term time must complete a 'leave of absence form' which can be collected from the office for the attention of the Headteacher at least 4 weeks prior to the required date.

Only exceptional circumstances warrant a leave of absence. The Headteacher will consider each application individually taking into account the specific circumstances and relevant background context behind the request. You will receive a letter and a phone call to inform you about the outcome of your request. We do not usually agree to children taking time off during term time for a family holiday.

If your child is not in school and we have not heard from you, then we will always follow up with a phone call/home visit. If your child has a social worker, then we will talk to them too so that they can support your child.

How we keep parents informed about their child's attendance: We love to see the happy faces of the children as they get to school on time to play with their friends before sitting down together, ready to learn. Children who do not get to school on time or miss some days of school altogether find it more difficult to make friends and to catch up on their learning. Updates related to attendance will be communicated via MCAS, school reports, letters and through the school newsletter.

How we encourage and promote good attendance and punctuality: In recognition of good attendance, an attendance trophy is awarded weekly to the class who has shown the highest attendance in KS1 and KS2 and this will be celebrated both in class, in assembly and on the attendance display board in school.

Pupils with 100% attendance will receive a certificate termly and pupils who have 100% attendance for the academic year will receive a certificate and an additional reward such as a tea party with the head teacher, film afternoon, trip to the park or other appropriate activities.

Where attendance is being monitored, improved attendance will be also recognised, this could be through praise, small rewards or an agreed activity.

What we are prioritising in our current academy attendance strategy: Whole school and class attendance and persistence absence is reviewed weekly. Where pupils are being monitored, attendance is below 90% and/ or are on an attendance plan their individual data will be reviewed as stated on their plan either fortnightly, monthly or half-termly.

The attendance team will supply attendance information to class teachers to support discussions with families. The team will provide attendance information for governors. School data will be compared with National data to identify and patterns and trends. The team will also monitor the impact of any attendance interventions, swiftly adapting interventions if no progress is seen.

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities: At Cedar Road Academy we recognise that each family is unique. We endeavour to apply the policy fairly and consistently. We will consider specific needs and barriers to attendance to work in conjunction with the family for the benefit of the pupil. We will:

• Listen to parents carefully to find out why their children are not attending well enough so that they can act accordingly.

• Challenge parents who do not make sure that their children attend, but also offer support where needed.

• Have the right people in place to have these conversations with parents.

• Ensure that attendance is always recorded accurately.

• Understand that good attendance does not happen in isolation – there is an interrelationship between attendance and the quality of the school's curriculum, ethos, behaviour and inclusivity.

• Pupils' anxieties are not dismissed but are sensitively analysed – is this a mental health issue that needs serious action, for example, or a worry that can be alleviated by some discussion or adjustments?

• Ensure inclusivity and consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Working with our local authority: *Cedar Road Primary's local authority is West Northamptonshire*. Cedar Road Primary works closely with their Local Authority and keep them informed about any children who have poor attendance or who are removed from the school roll for whatever reason. Every academy has a duty to keep records of each child's details and attendance for six years. These will always be kept confidential and the information only shared with permission. Below are the relevant links to Cedar Road's local authority website and additional information regarding fines:

Penalty Notice fines information

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19th August 2024**.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

West Northamptonshire website - https://www.westnorthants.gov.uk/early-years-schools-and-education

Attendance enforcement policy - https://staging.westnorthants.gov.uk/attendance-enforcement-policy

Code of conduct for penalty notices - https://staging.westnorthants.gov.uk/code-conduct-administering-penalty-notices