

Attendance Policy

Russell Scott Primary School



Date:	July 2014
Reviewed:	July 2016
Reviewed:	November 2017
Reviewed:	July 2020
Reviewed:	July 2022
Reviewed:	May 2025

ATTENDANCE POLICY

Introduction

The Staff and Governors at Russell Scott Primary School expect all children to attend school on time every day. This is vital for both academic and personal growth. It supports in establishing positive life habits necessary for future success, as well as encouraging your child to build secure friendships and develop social groups. Any non-attendance will mean vital learning opportunities are missed.

Staff at Russell Scott Primary School work hard to ensure the school is a happy, rewarding and safe environment for all children. We strive to promote the welfare and safeguarding of all by ensuring every child has access to their entitlement of a full time education. School has excellent pastoral provisions which are supportive and inclusive. The Learning Mentor (Mrs S. Fulton), working closely with the Deputy Headteacher (Mrs J West), will support any child and family in order to maximise attendance at school. Any concerns regarding attendance should be referred to either the learning mentor or deputy as soon as possible.

A child's attendance at school is the legal responsibility of their parent/carer and permitting absence from school, without a good reason, creates an offence in law and may result in prosecution. All parents, carers and staff sign a Home School Agreement which acknowledges the responsibilities regarding attendance and punctuality (see appendix 1).

Aims

- To promote good attendance and punctuality
- To record and monitor attendance, acting quickly in order to support improvement
- To ensure a consistent approach whilst understanding individual family or pupil circumstances
- To build strong relationships with families to ensure pupils have the necessary support in place to attend school

Attendance and Punctuality Expectations:

Punctuality:

Russell Scott Primary School expects pupils to be punctual every day. We believe that every minute counts! When a child arrives to school late, they miss teacher instructions and lesson time meaning that their learning begins to suffer. Children also feel embarrassed at having to enter the classroom late. The table below shows how frequent lateness can add up to a considerable amount of lost learning being. This can seriously disadvantage children and disrupt the learning of others. Please help your children to be punctual.

RUSSELL SCOTT PRIMARY SCHOOL

Minutes late every day:	Days missed by the end of the school year:
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Your child will receive a late mark if they are not in class in time. Parents whose children are frequently late will be contacted by the school attendance officer Mrs S. Fulton.

All registers are closed at 9am. In accordance with regulations, if your child arrives after this time, they will receive a mark that shows them to be on site, but this will count as a 'late after registers have closed' mark. This is shown as a U code on the register. Persistent U codes may result in a Penalty Notice Fine.

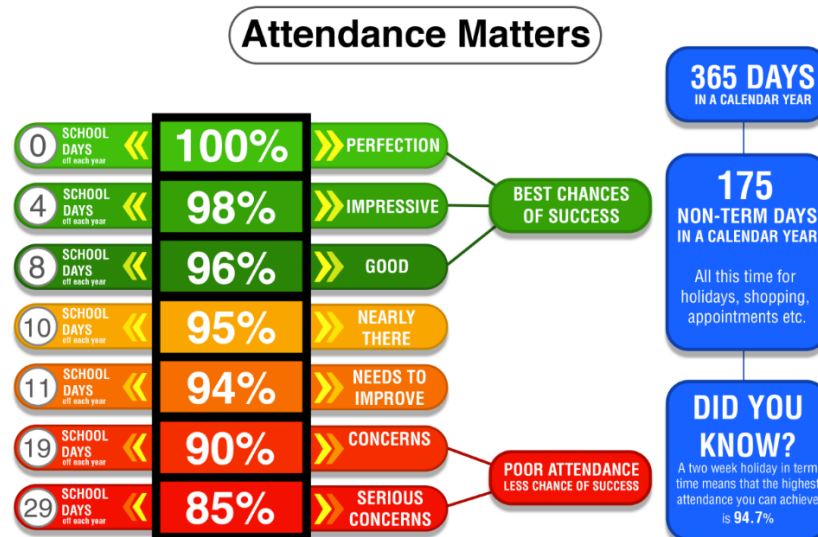
The table below shows drop off and collection times across school:

Year Group	Drop Off Time	Collection Time
Nursery	8:45am	Part time-11.45am Full time- 3:15pm
Reception	8:45am	3:15pm
Years 1-6	8:50am	3:20pm

Attendance

Russell Scott Primary School’s attendance target is currently **95%** which is in line with the national average for children of this age. This target is agreed by senior staff alongside the school governors. Good attendance is recognised half termly in a variety of different ways including letters home, certificates, badges, owl award stars and end of term treats.

Attendance is carefully monitored throughout the year so that any concerns can be identified quickly and support offered. The attendance ladder below shows how poor school attendance can impact on learning over the school year.



Types of Absence:

1. Unauthorised Absence

Unauthorised absence is absence without permission from the Headteacher or other authorised representative of the School - this includes all unexplained or unjustified absences.

Where the school has been unable to make contact with parents to explain an absence, the absence will be unauthorised.

Authorising absence is at the discretion of the Headteacher.

Leave of absence in Term Time

Russell Scott Primary School believes that children need to be in school for all sessions so that they can make the most progress possible.

From the 19th August 2024, the Department of Education has announced important amendments to legislation surrounding holidays in term time. The law gives no entitlement to parents to take their child on holiday during term time. Headteachers will not be expected to class any term time holiday as exceptional. Should a parent wish to apply for a leave of absence in extenuating or exceptional circumstances, an application must be made at least three weeks prior. This will not automatically be approved. Parents can be fined by the Local Authority for taking their child on a holiday during term time.

Parents or carers who take their children out of school in term time without school's permission or are late returning from an extended leave of absence, will receive a Penalty Notice fine of **£80 per parent/carer per child** which must be paid within 21 days. If payment is made after 21 days but before 28 days, the penalty per child per parent is increased to £160. Where a fine remains unpaid after 28 days the matter will be referred for prosecution in the Magistrates' Court. This fine can be up to **£2500**.

Leave of absence for holiday is monitored by the local authority. Three holidays within a three-year period will now automatically lead to a prosecution triggered by the local authority monitoring. All penalty notice fines are paid directly to the local authority.

Persistent Absenteeism (PA)

Persistent Absentees are pupils whose attendance falls at 90% or below. This is a very serious matter. Russell Scott Primary School will monitor carefully any child whose attendance falls below this level. This monitoring is a support process will generally include the daily tracking of attendance, setting up Attendance Improvement plans, home visits and formal meetings. If attendance does not improve then legal proceedings may be actioned.

Repeated absences

The school will contact the parent or carer of any child who has repeated absences and they will be invited in to school to discuss concerns. This supportive process looks at how school and parents can work together to improve attendance. If appropriate, an Attendance improvement plan will be agreed between school and parents. This will be reviewed regularly. If the situation does not improve, the school may decide to involve the local authority through legal proceedings.

Referral of the matter to the Borough Solicitor for consideration in relation to prosecuting you for an offence under the Education Act 1996. The Borough Solicitor may consider an offence under section 444(1) of the education Act 1996 which carries a maximum fine of £1000

2. Authorised Absence

An authorised absence is an absence which has been given permission from the Head Teacher or other authorised representative of the school. This includes instances of absences for which satisfactory evidence has been provided.

Ill health

Russell Scott Primary School understands that children suffer illnesses and that families do experience emergencies from time to time, which may prevent attendance at school. In order to address minor ailments and illnesses, school has excellent pastoral and first aid provisions, to enable a pupil to continue to attend school. Where a child has a long term medical condition adaptations and relevant support will be put in place. Parents reporting absence due to illness should give the reason for the absence. School expects parents to telephone or email on the morning of the first day of absence and then daily until their return: this is to ensure that the whereabouts of any child is properly accounted for ([Safeguarding policies](#)). Contact details are as follows: telephone- 0161 320 5186, email- admin@russellscott.tameside.sch.uk
Additional advice on illness and school attendance: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

Extenuating Circumstances

Absences due to extenuating circumstances (e.g. death of immediate family member), may be granted, depending upon the individual circumstances. These circumstances would need to be discussed with the appropriate staff (Learning Mentor/Deputy Head teacher) and agreed by the Headteacher.

Medical Appointments

In order to authorise medical appointments, a copy of an appointment card / prescription must be seen by school. Children are expected to attend school before and after the appointment. Parents/Carers may be invited to discuss frequent absences with the Learning Mentor/Deputy Headteacher. Whenever possible, routine medical appointments (including dental and optician appointments) should be made during school holidays or at the end of the school day.

Sporting Activities

School may authorise absence to participate in an official sporting activity. Details of the club activity need to be provided to school in order that contact can be made with the organiser, and conditions agreed to ensure minimum impact to the pupil's education. Consideration will be given to overall attendance and the individual circumstances.

Involvement in a public performance

School may authorise absence to participate in a public performance activity. Details of the event must be provided to school in order that contact can be made with the organiser, and conditions agreed to ensure minimum impact to the pupil's education. Consideration will be given to overall attendance and the individual circumstances.

Religious Observances

Consideration will be given to overall attendance.

Children Missing in Education

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As part of our safeguarding responsibilities towards pupils in our care, it is our duty to report any child who may be missing in education. Should a child leave suddenly without making appropriate arrangements for the next school, and despite repeated attempts to trace the pupil, no record can be found of the next school, then Tameside advice will be followed and the child will be recorded as 'missing in education.' Additionally, if a child is absent for 10 days with no known reason, and none of the contacts can be reached, Tameside policy and procedures will be followed.

Working together to improve school attendance guidance. Department for Education (DfE) August 2024 states that 'Improving attendance is everyone's business.'

Policy Review

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.