

Attendance Policy



Date Approved by Governors: December 2014

Signed by Headteacher:

Signed by Chair of Governors:

Next Review Due: December 2017

Policy No.: 16a

1 Introduction

- 1.1 The school gives a high priority to school attendance and strives for all pupils to achieve full attendance.

It is our aim to ensure that all its pupils receive a full and appropriate education which maximises opportunities for each pupil to realise his/her potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

- 1.2 All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- 1.3 The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping.
- 1.4 The school will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.
- 1.5 The school will communicate with pupils, parents and appropriate agencies providing attendance information, advice and support.
- 1.6 The school attendance policy will be made available and accessible to the whole school community.

2 Aims

- 2.1 **To achieve a whole school attendance of 97% for the academic year.**
- 2.2 To improve the overall attendance of pupils.
- 2.3 To make attendance and punctuality a high priority for all staff, parents, pupils and governors.
- 2.4 To provide clear procedures and define roles and responsibilities, to promote consistency and fairness.
- 2.5 To make all expectations relating to attendance and punctuality clear to all parties affected by them.

3 Registration Procedures

- 3.1 An admissions registers recording pupils' names, date of birth, admittance date, previous schools will be kept up to date by the school. Details of parents / carers and emergency contacts will also be recorded.
- 3.2 The school will record the attendance of each pupil on the attendance register. This will be completed at both morning and afternoon registration.
- 3.3 The playground gates will be opened from 8:40am following the school bell
- 3.4 School starts at 9.00am
- 3.5 The class teachers will take the register at 9.00am and 1.00pm
- 3.6 Registers close at 9.15am and 1.15pm
- 3.7 The school admin staff will input relevant registration data into the computer system using the School Attendance Statutory Guidance and Departmental Advice document produced by the Department of Education.
- 3.8 The school admin staff will compile a list of the names of pupils who are absent from the registers and will conduct first day calling.
- 3.9 The admin staff will alert the Family Liaison and Safeguarding Manager and the Attendance Officer to any attendance concerns.

4 Late Procedures

- 4.1 Pupils arriving after the school gate closes (9.00am) will be marked as late (L) in the register.
- 4.2 At 9.00am all entrances to the school will be closed.
- 4.3 Late arrivals will sign in using the late book at reception. The pupils name, year group, class and reason for absence will be recorded and will be signed by a member of the admin team. This information will be transferred to the electronic register by a member of the admin team.
- 4.4 Pupils arriving after the register has closed (9.15am) will be marked in the register as code U, which is considered an unauthorised absence.
- 4.5 If a pupil arrives late on a regular basis the school will either write or telephone parents about this. Parents of pupils who are persistently late may be invited in to school to discuss the concerns.

5 Absence Procedure

- 5.1 If a child will be absent from school it is expected that parents should telephone the school by 9.30am to give a reason for the absence. Parents should contact the school on each day of absence to keep the school informed.
- 5.2 On return to school after a period of absence parents should provide a note giving the absence date(s) and the reason for absence.
- 5.3 All pupils who are not in school by 9:15am will be regarded as being absent. This will be recorded in the register with the N code (no reason yet provided for absence).
- 5.4 If parents have not contacted the school about their child's absence by 9.30am the school will telephone or text parents to establish that the child is safe and the reason for absence.
- 5.5 If the school is unable to make contact with an absent child's parents a home visit may be carried out to establish that the child is safe and the reason for absence.

6 Absence concerns

- 6.1 The School Attendance Officer will work with families of children whose attendance is cause for concern to improve attendance. This will be in the form of telephone calls, letters, meetings and home visits.
- 6.2 Where additional services are required to support families referrals will be made accordingly with the consent of the parent. The school will make use of the Common Assessment Framework (CAF) to support families where appropriate. If there are any concerns of a child protection nature the school will refer to appropriate services. The parents' consent is not required to do this.
- 6.3 Where pupils have high levels of absence for illness the school may request doctor's notes in order to authorise future absences. The school will always ask for doctor's notes if absence for illness exceeds 40 missed sessions (20 days) in a school year.
- 6.4 Where pupils have unauthorised absence the school may refer to Herefordshire Local Authority for legal action to be taken. Under the Education Act 1996 section 444 the local authority can prosecute parents / carers for failing to ensure their child's regular attendance at school.

7 Requests for leave during term time

- 7.1 **In line with government legislation the school does NOT authorise leave during term time unless in exceptional circumstances.**
- 7.2 Parents / carers should request leave by writing to the Head teacher at least 6 weeks in advance of the planned absence stating the proposed dates of the planned leave and the reason for taking leave in term time.
- 7.3 Requests for leave are considered by the Head teacher on an individual basis
- 7.4 The school will write to the parents / carers informing them of their decision as to whether leave will be authorised or not.
- 7.5 Where leave is not authorised but is still taken the school will refer the matter to Herefordshire Local Authority who may issue a Penalty Notice (fine).
- 7.6 Where leave is authorised but a pupil is kept away for longer than the agreed period the further absence will be recorded as unauthorised unless a reasonable explanation is provided.

8 Monitoring and Evaluation

- 8.1 The school attendance policy will be reviewed and evaluated every three years, taking into account the following:
- The views and feedback from school staff, parents, pupils, partners and external agencies
 - Statistical data
 - The attainment levels across the school
 - The school's performance in meeting the attendance targets set across the school at the beginning of the academic year.

9 Links to other documents

- 9.1 This attendance policy links with the following school documents:
- Equal opportunities policy
 - Health and Safety policy
 - Behaviour policy
 - Anti bullying policy
 - Safeguarding and Child Protection Policies
 - Looked After Children Policy