



Attendance Policy

Reviewed: February 2018

Next Review: February 2019

Signed By Headteacher:

Date

Signed by Chair of Governors:

Date

Rational

Every child has a fundamental right to be educated. This can only be met through regular attendance at school. Parents and all staff have the responsibility to ensure maximum attendance so that pupils achieve their potential, make expected progress or better and gain the most benefit from their time at school.

Aims

- To enable maximum attendance through valuing and celebrating high rates of attendance
- To Maximise opportunities for each student to enable them to reach their full potential
- To provide an effective system of monitoring attendance so that early patterns of poor attendance can be identified
- To work in partnership with parents, pupils, governors and education Welfare Service (EWS)

Implementation – Celebrating High Rate of Attendance

- Annual attendance certificate presented to pupils who achieved 95% or above attendance for that academic year
- Weekly points given to each class who has achieved attendance of 95% or above, the class with the most points at the end of each half term will win an reward
- Pupils who achieve above 95% attendance each week will earn 5 extra Dojo points to spend in the half termly Dojo shop
- Termly raffles for pupils who maintain 95% or above attendance for that term – raffle prizes will alter and be decided by the senior leadership and the pastoral team
- All attendance competitions and prizes will be advertise around school and parents will be notified

Registration

- Registers are taken twice daily at the beginning of the school day and after lunch
- Registers are taken electronically via SIMS attendance programme
- Students that are registered as present for afternoon registration but leave for a medical appointment may be coded as (present) for the PM session
- In the event of electronic difficulty optical Mark Recognition sheets will be issued for taking the registers

Attendance codes

- School will adhere to Department for Education (DfE) Guidance regarding attendance codes (see appendix 1)
- School will use the Registration codes as found in the DfE absence guidance

Amending register codes

- The attendance officer will be responsible for amending registers and entering absence codes. This will be done on a daily basis
- The attendance officer is responsible for identifying and recording unauthorised attendance

School Management

- Sets clear and challenging attendance targets as part of the school self-review
- Will intervene early when individual pupil absences gives cause for concern
- Will develop a multi-agency response to the attendance agenda
- Will utilise the support of available specialists in relation to the attendance agenda
- Has a senior member of staff with the responsibility for strategic management of the attendance agenda and for the reporting of absences to the DfE

Management of Attendance

- The Head Teacher is responsible to the governing body for the overall promoting, monitoring and maintaining the implementation of this policy
- The attendance officer is responsible for the day-to-day promoting, monitoring and maintaining this policy across the whole school
- Class teachers and support staff have the daily responsibility of promoting, monitoring and maintaining this policy within their class

Monitoring

- Checking electronic registers
- Monitoring absences calls/text/medical notes
- Weekly checking SIMS attendance data by class/year group and whole school
- Under 95% attendance
- Nurse will be monitored in line with the whole school policy

Monitoring of Attendance

- The class teacher is primarily responsible for the recording the attendance on a day to day basis
- The class teacher will liaise with the school's Attendance Officer on a regular basis about any issues
- Attendance Officer will liaise with Education Welfare Service
- Attendance information will be given to the Governors on a termly basis

Monitoring individuals students with poor attendance

- Less than 95% attendance report compiled on a weekly basis
- Individual pupil summary sheets
- Analysis of trends
- First day calls/text or home visit (where possible)
- Communication with parent/carers by phone / letter or text and monitor progress
- Attendance clinic where meetings can take place with parent / carers / pupils
- Agreed strategies for improved attendance
- Education Welfare Service intervention

Education Welfare Service

- Weekly meetings with the school
- Checking electronic registers
- Monitor attendance below 95%
- Attendance clinics
- Communication with parent/carers by home visit or letter and monitor progress
- Should a pupil's attendance not improve the Education Welfare Service is responsible to make a referral to Educational Welfare Officer, where attendance panel proceedings will take place

Absence

A parent should notify Miss Rochelle (Attendance Officer) by 9.15am on the same day, specifying the reason, by calling the school number 01922 710164. It is a DfES requirement for the school to indicate the reason for each absence. If absence is due to a medical appointment please provide evidence to Miss Rochelle (Attendance Officer)

Absences for exceptional circumstance

The Department for Education now prevents family holidays being granted by the Head Teacher during term time. Absence during term time will only be granted in exceptional circumstances with consideration being granted upon individual application. All requests for leave under exceptional circumstances should be put in writing to the Head Teacher in advance and include dates and reasons for requests of absence. It is up to the Head Teacher how many days a child can be away from school if leave is granted. Family holiday's does not fall under exceptional circumstances, please refer to the Government website for further information. (www.gov.uk/school-attendance-absence)

Arrival at school

The classroom doors open at 8.45am. Children can enter school and go into class at this time. The school doors must be securely shut at 8.55am to ensure the safety of all children and to allow staff to take charge of their class and start lessons as promptly as possible. Any children arriving after 8.55am are late and should enter the school through the main front office. Children who are later will need to sign their children into the late book which will be supervised by school Attendance Officer. Children arriving after 9.30am will be marked as an unauthorised absence, which will affect the child's attendance percentage and may lead to a referral being made to the Education Welfare Officer. Letters will be sent to any parents who constantly bring their children to school late; persistent lateness will result in a parent meeting or referral to Education Welfare Officer. (Please refer to Lates Flow Chart appendix 2)

Dismissing at the end of the day

The school day ends at 3.10pm and it is expected that parents/carers will collect their child from the year group door (only year 6 children are allowed to walk home alone with permission) where children will only be passed over to a known parent/carer. If a different adult (someone not named on the contact sheet) is collecting your child please ensure that the class teacher is made aware of this.

If parents are collecting Nursery, KS1 and KS2 children they should collect the younger child/children first and then collect the older child.

Members of staff have meetings and other duties at the end of the school day so it is important that children are collected on time. Letters will be sent to parents who are

persistently late collecting their child/children. (See Late Collection Policy appendix 3)

Roles and responsibilities

Pupils

- To attend school everyday
- To attend registration promptly

Parent / Carer

- To ensure their child / children attend school every day and on time
- To notify the attendance officer an any absences
- To sign their children out of the main office when leaving for approved appointments and provide evidence where possible
- To take their family holidays in school holiday periods, school term time dates can be found on the schools website
- To provide the school with a telephone number on which they may be contacted (NB if a parent does not provide the school with this information and the school has concern, the school may contact Children Services or the police)

Class Teacher

- To keep an accurate attendance register
- To praise pupils for excellent attendance and punctuality
- To promote excellent attendance, rewards and competitions
- To update class attendance chart weekly
- To monitor pupil absences and discuss any concerns with the Attendance Officer
- To inform Attendance Officer or Senior Leadership Team when absence impacting on achievement

Appendix 1

Attendance Code, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT DUAL REGISTRATION)	Approved Education Activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. Student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absences
F	Extended family holiday (agreed)	Authorised Absences
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absences
H	Family holiday (agreed)	Authorised Absence
I	Illness (not medical or dental etc. appointments)	Authorised Absences
J	Interview	Approved Education Activity
L	Late (before registers close)	Present
M	Medical/dental appointments	Authorised Absences
N	No reason yet provided for absence	Unauthorised Absences
O	Unauthorised absences (not covered by any other code/description)	Unauthorised Absences
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Education visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforce closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Late Arrival Flow Chart

Pupils arriving after the doors close
need to report to the main office
Class doors close at 8.55am



Parents will be greeted at the front office to discuss the reasons for lateness. If lateness is due to behaviour or family circumstances, a referral will be made to the Pastoral Team and support where possible will be offered



Persistent lates will result in either a letter being sent home or parents/carers invited into school for a meeting with the Attendance Officer and the Education Welfare Service to discuss the reasons for continued lateness



Children arriving after the registration closes at 9.30am will be marked with a U code and will be marked as an unauthorised absence

Late Collection Flow Chart

The school day ends at 3.10pm, all pupils should be collected from the designated areas at the correct time each day. Please note children are not allowed to walk home with older siblings under the age of 14



All parents and carers must call the school office if they know they are going to be late collecting children. In the unlikely event that a child have not been collected within 15 minutes of arranged time and we are unaware of the reason why – Collection and Late Policy will be enforced



If you require somebody who does not usually collect your children, it must be pre-arranged with the school office. The school should be made aware of the name and relationship to the child at the earliest opportunity



Only children in year 6 are allowed home on their own, with parent/carers consent