

HEATHERLEY PRIMARY SCHOOL



Attendance Policy

September 2017

Heatherley Primary School Attendance Policy

AIMS :

- to increase levels of attendance throughout the school and meet our target of 97%
- to continue to improve punctuality

OBJECTIVES

1. To comply with the Pupil Registration Regulations and the requirements of the Local Authority.
2. To encourage and promote maximum attendance in school, as well as punctuality.
3. To promote a positive attitude to attendance and punctuality amongst pupils and their families.
4. To raise the awareness of the importance of good attendance through assemblies, certificates, Personal Social Health & Citizenship Education, whole school targets, Investors in Pupils, parents meetings, newsletters and the School Council.
5. To include improved / good attendance and punctuality in whole school awards.
6. To monitor and evaluate attendance and punctuality.

Going to school everyday means:

- ☺ Better life chances for your child
- ☺ Being able to achieve at their highest level
- ☺ Taking part in exciting learning activities and developing a thirst for learning
- ☺ Building lasting friendships

You can help us to help your child by encouraging regular school attendance.

REGISTRATION PROCEDURES

MORNING REGISTRATION

Doors are open from 8.40 a.m. for children to begin coming into the classroom.

Pupils are expected to be in class at 8.50 a.m. in the morning.

A full attendance mark will be given up to 9.00 a.m.

After 9.00 a.m. a late mark will be issued.

Children arriving late will enter school through the main entrance and the lateness will be recorded.

AFTERNOON REGISTRATION

Pupils in Key Stage 2 are expected to be in class at 1.15 p.m.

Pupils in Key Stage 1 are expected to be in class at 1.00 p.m.

A late mark will be issued if a child is more than 10 minutes late.

ATTENDANCE REGISTERS

Attendance registers are important documents and must be kept accurately by teachers and office staff.

Attendance registers are kept in the school office.

Teachers Will:

- Ensure prompt delivery and return to classrooms and office.
- Mark register at the beginning of the morning and afternoon sessions.
- Mark pupils present, cross hatched in red biro.
- Mark pupils absent, circle, in black biro.
- Ensure marking is accurate and **make no alternations** (if errors are made inform office staff to amend).
- Check that any children arriving late into class/leaving school during the day informs the office.
- Ask children/parents to provide absence letters and pass letters to the office.

Office Staff Will:

- Make all amendments to initial session registration using the relevant codes
- On the first day of absence record (name and date) absent pupils on the absence checklist at the back of the register (see absences).
- Keep a log of children arriving late/leaving school early.
- Complete telephone message absence pro-forma to inform teachers of any known absence
- Complete absence checklist when reasons of absence are known.
- Enter data onto computer on a weekly basis, completing amendments to registers, totals, letters, requests etc.
- Issue 'absence letter' if no letter of absence is received
- Ensure up to date codes are used.

- Alert Headteacher/SENCO to any patterns of absence (i.e. recurrent day, illness, unusual reasons for absence, length of absence etc.).
- Collate weekly data showing whole class attendance levels.
- Collate individual attendance levels when requested.
- Complete LA data returns as and when.
- Print annual attendance of each child to be attached to the child's annual report.

The Headteacher will

- Consult with parents if there are any concerns re: attendance.
- Make referrals.
- Send out letters to parents regarding any concerns about attendance
- Present data to the governing body termly.

ABSENCE

An Authorised Absence is:

- Illness or infection (of the child, **not** the parent/carer)
- A death in the immediate family
- Medical and dental appointments which cannot be made out of school time
- Leave of absence during term time, only in exceptional circumstances including for religious reasons.
- **Any other absence will be unauthorised**

An Unauthorised Absence is:

- When there is no suitable or acceptable explanation for the child's absence.
- Requests for leave of absence which are not considered exceptional.
- Lack of transport / difficulty in getting to school.

Holidays during term time

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Applications will be considered on an individual basis as to their exceptionality.

Governors advise that leave of absence due to parental annual leave patterns in their employment is not considered to be "exceptional circumstances". The school could ask the Local Authority to issue a Fixed Penalty Notice for unauthorised absence.

It is important that **all** absences are supported by some contact from the child's home, i.e. by telephone, a letter or verbal communication, preferably on the first day of absence and the checklist completed. (It is usual for our parents to contact us but if there has been no contact office staff will contact home on the second day of absence).

PUNCTUALITY

We should all encourage punctuality throughout each day.

Treat the matter sensitively as it may not be the fault of the child. (Speak to the parent/carer.)

Lateness is to be monitored by all staff. (*See Roles*)

CONCERNS

All concerns about suspected unauthorised absence or a pattern of absence or persistent lateness should be raised with the Office Manager, Mrs Smith & the Headteacher.

The appropriate absence enquiry letter should be sent to the family concerned immediately.

If concerns persist this will be picked up and the monitoring process will begin. The Headteacher will issue standard letters to parent/carers. Fixed penalty notices may be issued for regular absence from school if attendance falls below 75% in any 6 week period.

POSITIVE ACTION (Refer to roles)

Class and school targets will be set throughout the school year for both attendance and for punctuality.

These will be rewarded on a class or individual basis.

There will be attendance certificates/pencils at the end of each term. Full attendance for the whole year will be rewarded with a certificate and pencil/£5 voucher at the end of year assembly.

Families and pupils will be made more aware of the need for full attendance and punctuality within the context of the school's aim of raising the attainment of all pupils.

MONITORING PROCESS (Refer to roles)

The Headteacher will monitor attendance and lateness each half term.

Full reports for each class and for the whole school will be issued to all teachers and to governors on a termly basis.

Spot checks of registers will also be carried out by the Headteacher and Office Manager

A computerised record of all pupils attendance will be kept by the administrator in the school office.

Appendix

Summary of Roles

Role of the Classteacher

- To complete registers in full twice each day (see staff handbook)
- To encourage pupils to return absence slips
- To reward good attendance and punctuality
- To investigate reasons for absence where possible – talk to parents / child
- To report concerns to the Headteacher

Role of the Headteacher

- To monitor attendance / lateness each half term
- To record absences on absence check list
- To report termly to the Governing Body
- To feedback regularly to staff
- To make families more aware of their responsibilities
- To reward and encourage pupils:-
 - Weekly award announced in star assembly.
 - 100% attendance certificates/pencils termly.
 - 100% attendance certificates/pencils/£5 voucher – all year.

Role of the Administrator

- To pass on absence information to staff including the Headteacher
- To contact parents on the second day of absence if we have received no contact from them
- To record attendance electronically / make an amendments to the registers
- To send standard letters
- Keep a log of children arriving late / leaving school early
- Complete telephone message absence pro-forma to inform teachers of any known absence
- Alert the Headteacher / SENCO to any patterns of absence (i.e. recurrent day, illness, unusual reasons for absence, length of absence etc)
- Collect data each half term showing whole class attendance levels and individual children's percentage
- Complete LA data returns as and when required.

Role of Governing Body

- To monitor the school's authorised and unauthorised absences in comparison with local and national figures.
- To encourage a positive approach to attendance and punctuality.
- To raise awareness of the need for full attendance in order to achieve a high standard for all pupils.
- To be involved in presenting attendance awards. eg 100% for all year attendance.

Role of Pupils and their Families

- To make sure that the child attends school regularly and on time and keeps the school rules.
- To make sure that the child understands the importance of attending school and that the family do not approve of missing school.
- To let the school know as soon as possible if the child is ill, on the first day of absence.
- To send a written reason for absence.
- To request leave of absence from the school well in advance.
- To take family holidays during school holidays.
- To arrange all dental and medical appointments out of school hours.
- To work with the school, if absence or lateness becomes a problem, to put this right.
- To co-operate in the best interests of the child, ensuring their uninterrupted education.

Attendance Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C	Other Authorised Circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Educational Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family Holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family Holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work Experience	Approved Educational Activity	Out for whole session
X	DfED #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	DO NOT USE	Authorised Absence	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session