

Federation Of Hanbury's Farm And Oakhill Community Primary Schools



Attendance Policy 2018

This policy is approved for use at Hanburys Farm / Oakhill (delete as appropriate) Community Primary School

Signed _____

(Headteacher)

Date _____

Signed _____

(Teaching Lead - if applicable)

Date _____

Signed _____

(Governor)

Date _____

This policy will be reviewed annually.

Next Review:

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Roles and Responsibilities

The school will:

- Ensure that pupils attend regularly and punctually.
- Ensure efficient and accurate registration of pupils.
- Produce official registers for the Educational Welfare Worker (EWW) inspection.
- Operate a first day contact system for absence pupils.
- Contact parents/carers if a child is consistently late.
- Obtain explanations for any absences from the parent/carer.
- Publish individual attendance figures to parents annually and report overall school attendance to governors termly.
- Provide overall attendance percentages on a weekly basis in order to monitor plan and take relevant action on poor attendance and punctuality.
- Ensure that there are clear communication routes to discuss any difficulties which may be preventing a pupil from attending school.
- Discuss/refer any pupils causing concern to the EWW.
- Encourage the support of parents/carers in the school's role.
- To effectively manage the termly "Traffic Light" Attendance Scheme.

	More than 95%
	90% to 94%
	Less than 90%

The Parent/Carer will:

- Support the school in its aim to improve attendance and punctuality.
- Ensure that their child attends regularly.
- Ensure that their child arrives at school on time.
- Contact the school, by telephone or text message if their child is unable to attend. Reasons for the absence and the expected time they will be away from school should be provided. In exceptional circumstances further evidence of a child's illness, such as a doctor's note will be requested.
- Ensure all dental/medical appointments are made before or after school or during school holidays not term time.
- Support the school in its aim to raise the achievement of their child through full attendance at school.

Children will:

- Attend school regularly.
- Arrive on time.
- Let staff know if there are any problems that might prevent them from being punctual or from attending school.
- Report to the school office if they arrive late.

Responsibility of the Headteacher:

- To oversee the implementation of attendance policies and procedures.
- To ensure the collection of accurate statistical data.
- To develop efficient monitoring and evaluation systems.
- To form positive links with outside agencies e.g. The EWW, LST, Social Services, etc.
- To refer pupils to the EWW if necessary
- To report back to the *Governing Body* on attendance.

Responsibility of the Class Teacher:

- To ensure accurate register keeping.
- To communicate with the Attendance Officer any individual pupils' punctuality or attendance concerns.
- To positively promote good attendance within the classroom.
- To make positive links with parents/carers (which may involve informal discussions concerning punctuality or absence).
- To save the register each morning as soon as possible.
- To report to the office any child needing to go home during the day, ensuring accurate attendance record keeping.

Responsibility of the School Attendance Office

- To set up class registers at the beginning of each year and provide the class teacher with an up to date class list to include child's name, date of birth, parents/carers names, home addresses and contact numbers.
- To record late arrivals in the 'lateness' book and ask the child to take a late slip to the class teacher ensuring they are aware the child's presence has been recorded.
- To print out attendance statistics weekly supporting monitoring and evaluation.
- To print out official registers for inspection by the EWW.
- To store letters from parents/carers to be available for inspection by the EWW.
- To text parents/carers requesting reasons for pupil's absence.

- To receive telephone calls and text messages from parents/carers regarding non attendance and record this information to be communicated to teaching staff.
- To authorise attendance following school policy.
- To bring attendance concerns to the attention of the Headteacher and discuss any action to be taken.

Attendance and punctuality targets:

- The overall weekly percentage attendance target at Hanbury's Farm and Oakhill Primary School is consistently over 97% (the National Government acceptable target), the school aims to ensure this good practice is maintained.
- Our attendance module SIMS provides accurate and timely information about the levels of absence and lateness within the school.

Authorised/Unauthorised absence and Lateness:

- The Attendance Officer will enter the register information onto SIMS daily. Weekly official reports will be produced.
- The Attendance Officers/ senior leadership team will be responsible for authorising absence. A written note, verbal message, text message or phone call does not in itself oblige the school to authorise absence, if the Attendance Officer does not accept the explanation offered as a valid reason the absence will be recorded as unauthorised.
- Absence may be authorised for school visits/attending interviews, for religious reasons, for exclusions, or other circumstances that are unavoidable, eg serious emergency, bereavement, domestic violence, or moving house.
- It is advised that dental appointments be made after school or during the school holidays.
- Registers close at 9.20 a.m. If your child arrives late or before the close of the register, they are recorded as late on the register.
- **If your child arrives after the close of the register, then school is obliged to record them as absent for that half-day session, unless there is a valid reason for lateness, such as a doctor's appointment. In these cases the lateness will be authorised.**

Leave of Absence - Term time

- Leave of absence for holidays during term time is not granted.
- Leave due to exceptional circumstances, such as death of a close family member, will be considered if requested in advance and in writing to the Head Teacher.

Sanctions & Fixed Penalties

The information below, is from the Staffordshire County Councils Code of Conduct and clarifies where penalty notices may be issued.

A Penalty Notice can only be issued in cases of unauthorised absence.

Penalty Notices may be considered appropriate if one of the following criteria is met:

There is unauthorised persistent absence. "Persistent" means at least 20 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.²

There is a period of absence not authorised by the head teacher or in excess of the period authorised by the head teacher.(e.g. family holiday)

Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.

The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.

A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

Promoting positive Attendance

We aim to promote positive attendance and to encourage parents/carers to support the school in its aim to reduce unauthorised absence and lateness in the following ways:

- Clear expectations explained at admission interview.
- Discussions with parents/carers on an informal basis and during teacher, parent/carer conference meetings.
- Collecting and analysing attendance statistics on a termly basis.
- Early intervention with parents/carers of children causing concern. Inviting the parent/carer to discuss the situation and giving clear consistent messages about what the school will accept as a valid reason.
- Sending standard letters and individual letters to parents/carers if there is a cause for concern.
- Rewarding the class with the highest weekly attendance.

- Award certificates and 'prizes' for 100% attendance and punctuality termly and for the year as part of a whole school certificate award system.

Appendices:

Included in this policy are:

- Staffordshire County Council Code of Conduct.
- Federation Flow charts for Persistent unauthorised absence, persistent lateness and unauthorised leave of absence.

Review

This policy will be reviewed annually after acceptance by the *Governing Body* or earlier if required.

January 2018

Unauthorised Lateness (after registers close)



If your child has **5 sessions of lateness**, you will receive an awareness letter from the school informing you that your child's attendance will be closely monitored for any further lateness.



If there are any further sessions of lateness, you will receive a letter inviting you to attend an attendance clinic, where your child's attendance will be discussed, any issues or support offered such as completion of an Early Help Assessment.



If this clinic is **not attended** and there has been 10 sessions of lateness within a 12 week period, the case will be referred to the local authority, where the local authority will issue you with a **20 day warning letter**.



During the 20 days set by the local authority, if there are any further unauthorised absences, a **penalty notice** will be issued. The fine consists of:

£60 per child per parent/ carer if paid within 21 days.

£120 per child per parent/carer if paid within 28 days.

Failure to pay the fine will result in court action.

Unauthorised absence - where a holiday has been requested



Parents make a holiday request, stating any reasons for leave of absence.



A letter will be sent to parents stating if the leave of absence has been granted or declined.



If this leave is declined, a penalty notice will be requested from the local authority .If the local authority issue a penalty notice the fine is:

£60 per child per parent/carer if paid within 20 days.

£120 per child per parent/carer if paid after 21 days.

Failure to pay the fine will results in court action.

Persistent Unauthorised Absence



If your child has **10 sessions/ 5 days off with no reason being given for these absences**, you will receive **an awareness letter** from the school informing you that your child's attendance will be closely monitored for any further absences.



If there are any further absences, you will receive a letter inviting you to attend an attendance clinic, where your child's attendance will be discussed, any issues or support offered such as completion of an Early Help Assessment.



If this clinic is **not attended** and there has been a **20 sessions/ 10 days of absence with no evidence being provided**, the case will be referred to the local authority, where the local authority will issue you with a **20 day warning letter**.



During the 20 days set by the local authority, if there are any further unauthorised absences, a **penalty notice** will be issued. The fine consists of:

£60 per child per parent/ carer if paid within 21 days.

£120 per child per parent/carer if paid within 28 days.

Failure to pay the fine will result in court action.