

All Saints CEVA Primary School



'A school family learning and growing together with Jesus Christ.'

Attendance and Punctuality Policy

'Keep hold of instruction; do not let go; guard her, for she is your life.'

Proverbs 4:13

This policy has been written with reference to 'School Attendance: Statutory guidance and departmental advice' DFE Aug 2013.

Overall Aims:

We support pupils and their families to ensure that excellent attendance is achieved.

Northamptonshire County Council target for attendance is 95%.

At All Saints CEVA Primary School, we are continuously working towards our goal of 100% attendance for all pupils.

To ensure that every child is safeguarded and their right to education is protected.

All Saints CEVA Primary School expects the highest attendance and punctuality from all pupils, at all times.

To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.

To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.

To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.

To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.

To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.

To work with external agencies, in order to address barriers to attendance and overcome them.

Rights and responsibilities for attendance/punctuality:

There are legal obligations on:

The parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register

The School to register attendance and notify the Local Authority of absence from school

The Local Authority to provide education and to enforce attendance.

Head Teacher:

To be responsible for the overall management and implementation of the policy.

To deal with parental requests for extended leave in line with Northamptonshire County Council policies and procedures.

To consider the use of Penalty Notices, in line with Northamptonshire County Council policies and procedures.

Deputy Head Teacher:

To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires.

To oversee the analysis of data and respond to findings.

To meet with the Office Manager to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.

To liaise with the Inclusion Manager and external agencies such as the Attendance Improvement Service and make referrals where necessary.

To ensure that rewards and incentives for attendance and punctuality are being used.

Work with the teachers, to plan for the reintegration of pupils after long-term absence.

To revise and amend the policy, as required.

Office Manager:

To carry out and record the outcome of first day calls, when a child doesn't arrive at school when no reason has been received.

To monitor weekly attendance data.

To check the school answer phone and take messages from parents/carers about pupil absence.

To promptly inform the DHT, if there are any concerns relating to attendance/punctuality.

To produce weekly data for DHT to analyse.

To record reasons for absence and updating class registers.

To implement the daily checking of registers after the morning and afternoon registration sessions.

To contact parents/carers following 6 instances of lateness in a seasonal term or attendance below 90%.

To maintain attendance records in line with this policy.

To maintain clear communication with DHT regarding attendance and punctuality within year groups.

To liaise with the DHT to discuss each case of low attendance/poor punctuality and to take full consideration of any mitigating circumstances and to suggest appropriate next steps which align to the schools Christian values.

To oversee the admission and induction of new pupils.

To support DHT with the promotion of good attendance and punctuality, through finding/organising incentives.

To ensure staff are following the registration systems and structures in this policy.

Inform parents of school procedures, when parents have failed to inform the school about absence.

Staff:

To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.

To keep accurate and up-to-date daily records of pupil attendance through the school's register system.

Take a formal register of all pupils twice a day. This is done on the school's register system at 9:00 am and 1.00 pm for Key Stage 1 and 1:15 pm for Key stage 2.

To regularly remind children and parents about the importance of good attendance.

To follow up on pupil absence by ensuring reasons for absence are sought.

Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.

Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.

If and when required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection

When required to work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.

To promptly inform the Office Manager, of pupils who persist with poor attendance or punctuality.

To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings.

Parents:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school by 8:45 on each day of absence. If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them.

If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought child back to school after appointments. Pupils should miss as little time as possible.

Pupils arriving late to school are registered at reception, by the Office Manager. Absence mark on school's register system amended to a late mark by Office Manager

Parents provide confirmation of reasons for a child/ren absence including dates of and reason for absence upon the child's return to school.

Therefore, parents are expected to:

Ensure their child attends school and arrives on time every day.

Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.

Not arrange medical and dental appointments in school time wherever possible.

Telephone to inform the school on the first day of absence for their child.

Provide a written explanation of absence, including dates of absence as soon as their child returns to school.

Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on attendance and therefore learning.

Strategies for promoting/rewarding excellent attendance:

Aims:

To ensure good attendance and punctuality (above 97%) is regularly promoted and supported and remains high profile across school.

To achieve high levels of attendance and punctuality (above 97%) through rewarding good attendance and punctuality.

School Newsletters/ParentMail

The school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

Breakfast Club

Daily Breakfast Club takes place every day. This supports parents by allowing them to drop their children off from 8.15 am, ensuring they are on time for school. The club is supervised by members of staff. Places are limited and approaches about this should be made to the Inclusion Manager

The School Learning Environment

A welcoming, organised learning environment, that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes.

Good class attendance can be linked to good teaching and this is celebrated.

End of Term Attendance Rewards

At the end of each seasonal term there is a special reward for children who have achieved attendance at 100%. The DHT and the Office Manager organise and lead on the end of term attendance incentives.

Attendance Certificates

Children with 100% attendance, receive a special attendance certificate, signed by the Chair of Governors to take home and keep. Certificates are presented each seasonal term, to reward those who achieve excellent attendance.

Sharing attendance data

Pupils are informed on a regular basis of attendance/punctuality achievements. The class achieving the highest attendance/punctuality, and the number of pupils achieving 97% - 100% attendance are shared in termly assemblies.

This develops healthy competition between year groups to improve attendance. It also engages the class teacher in conversation with their classes about attendance.

Parent/teacher consultation evenings

This provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. The class teacher then monitors this. If there is no improvement in attendance/punctuality, the pupil is referred to the DHT.

Monitoring and Recording Attendance & Punctuality

Class Registers

Class registers are recorded using the schools' electronic systems (SIMS). The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers must be accurate and submitted at key times (see below).

Morning Register

Children to be in class for registration at 8.50am. Any child arriving after the close of register at 9.00am will have a "late" mark recorded. If a child arrives after 9.20am it will be recorded as "late/absent" and will count as an unauthorised absence.

The Office Manager checks that the children who have arrived late have been marked '/' (present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. The Office Manager then begins first day absence calls.

School Attendance Letters

The school sends out letters, to communicate with parents about the importance of attendance and punctuality.

Why attendance matters:

Less than 5 days absence = 98%+ attendance

- 14 days absence (approx.) = 93.5% attendance
- 20 days absence (approx.) = 90% attendance
- 30 days absence (approx.) = 88% attendance

If a child achieves 80% attendance this means that they have missed approximately 40 days of education over the academic year, averaging 1 day per week.

Punctuality

The Office Manager and the DHT monitor punctuality regularly. This may involve speaking to parents directly, or via a phone call. Letters regarding the school's concern over lateness may also be sent; explaining how much learning pupils are missing. If it does not improve, parents may be invited in to school to discuss the concerns with the DHT and plan a way forward. If lateness does not improve following the meeting, then the family will be referred to the AIS who will contact parents warning them that further action may be taken.

IMPORTANT:

Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The Office Manager follows this system:

Phone parents' contact number(s).

Repeat this during the first morning of absence if no response.

Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.

Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.

The parent/carer is asked to provide a reason as to why the child is not in school.

The Office Manager must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the Office Manager has not been able to contact parents a letter is sent to the parents about this and the absence is recorded as 'O' (unauthorised).

Attendance Meetings

The Office Manager/DHT monitor individuals, classes, year groups, different ethnic groups, SEN and Pupil Premium pupils. They identify patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below 90% and parents who are concerned about their child's attendance, are invited to work in partnership with the school.

Extended Holidays

In line with the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, leave for pupils during term time is not authorised under any circumstances. The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Head teachers may now only grant leave in term time where the circumstances are exceptional, for example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required).

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The school family can provide a caring, safe and familiar background during times of uncertainty.

If leave is granted in “exceptional circumstances” it should not exceed 10 school days and should not be taken during important assessments/school events. It is expected that any work missed should be made up by taking assignments with him/her or completing them on the child’s return.

The Governors of the school do not authorise holidays taken during school term time. The term dates are published a year in advance on the Northamptonshire County Council website, www.northamptonshire.gov.uk and are also available on the schools website.

Penalty Notices

If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

Northamptonshire County Council position as of June 2017 is made clear on their web site: *'Penalty notices for term time absence - To issue a penalty notice, there should be 5 days (10 sessions) or more of consecutive unauthorised absence.'*

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

If this is not paid within 21 days the amount rises to £120.

If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

These prosecutions are criminal proceedings and could result in you having a criminal record.

Date agreed by the Governing Body: June 15th 2017

Signed: (Chair of the Governing Body) _____

Policy to be reviewed in: June 2018