

POLICY STATEMENT AND BACKGROUND

We believe that good attendance and punctuality has a positive effect on the self-esteem, behaviour and achievement of our children. The Government and Local Education Authority have set a target that all primary schools should achieve 95% attendance in a full school year.

LEGAL BACKGROUND

- It is the legal duty of parents to ensure that their child receives full time education.
- It is a legal requirement that schools register children.
- Schools should ensure that procedures are developed to distinguish between authorised and unauthorised absences.
- Schools to keep copies of registers and report on attendance to parents.
- Schools report annually to the DCSF on attendance.
- Schools have, in liaison with the Attendance and Inclusion Service, a duty to promote good attendance and to investigate where children are not attending.

POLICY AIMS

- The school will work in partnership with parents, pupils and the Inclusion Service to promote and support good attendance and punctuality.
- The school will develop and apply consistent and fair procedures to improve attendance and punctuality.
- The school will endeavour to achieve its annual target.
- Children to attend school, unless authorised reasons are given.
- Children will arrive on time for school each day.

ORGANISATION

The school day begins at 8.50 am for all children from Reception to Y6. The doors are open from 8.40 am to allow the children to arrive in their classrooms on time. Registration and dinner numbers takes place at 8.50 am. Any child arriving after 9.00am should report to the office and sign the late book, they will be marked late in the register.

We recognise that from time to time there may be circumstances that have an effect on a child's attendance but we would rather see a child arrive late than not at all.

The afternoon session begins at 1.00 pm for Key Stage 1 children and 1.15 pm for Key Stage 2 children.

NURSERY

The Nursery sessions begin at 8.50 am and 1.00 pm. We encourage the good habit of attendance and punctuality in preparation for the child's transition into mainstream school.

As a school we seek to encourage and support parents and children in achieving good attendance and punctuality.
Any problems can be discussed, by appointment, with the school's Inclusion Team.

REGISTRATION PROCEDURES

A register is taken at the beginning of each session. The registers are electronically transferred to the school office. Any children arriving late are marked in and the reasons for lateness. The attendance data is entered via the SIMS database.

REPORTING ABSENCE

Parents are asked to inform us early on the first day of absence; this may be through a phone call or in person at the office.

During an extended absence parents are asked to contact us regularly to update us on the situation.

If parents do not contact school a member of the Inclusion Team will try to contact the parent on the first morning of absence. The calls will continue until a reason for absence is established. If, for any reason, contact cannot be made a referral will be made to the Education Welfare Officer.

MEDICAL / DENTAL APPOINTMENTS

The school should be informed in advance of any medical or dental appointments. Parents taking their children out of school for appointments should collect a slip from the main office authorising their child to be out of school, failure to do so could result in an unauthorised absence and a visit from the Education Welfare Officer. It is the parent's responsibility to ensure they have a pass out and proof of appointment.

MONITORING ATTENDANCE AND PUNCTUALITY.

- Target group is 20 identified from all pupils whose attendance is under 90% by Learning mentor and EWO

- Unexplained absences will be followed up within the day by a telephone call.
- Target Group will be monitored on a daily basis.
- Overall attendance and punctuality will be monitored and cause for concern identified.
- Less than 90% attendance list to be produced on half-termly basis and forwarded to the Education Welfare Officer.
- Individuals whose attendance and punctuality give cause for concern will be monitored, and after intervention, if no improvement is shown will be referred to the Educational Welfare Officer.
- The Headteacher will report to the school Governors, Service District and DCSF on attendance statistics and the progress of the school towards attendance targets.

CATEGORIES OF ABSENCE

The following are acceptable reasons for absence and will usually result in authorisation

- Illness - In cases of lengthy absence the Attendance and Inclusion Service may ask for parental consent to contact the family GP to advise. School may also request a doctor's certificate for prolonged absence.
- Medical and Dental appointments should be, if at all possible, out of school time.
- Family bereavement.
- Days of Religious Observance
- Occasional unusual circumstances- e.g. Extreme family problems.
- Parents taking their children out of school on a family holiday [TO AN ABSOLUTE MAXIMUM OF 10 DAYS IN THE SCHOOL YEAR - SEPTEMBER TO JULY] Authorisation for a holiday needs to be requested via a REQUEST HOLIDAY FORM. A child's attendance will be taken into account when authorising a holiday. IF ATTENDANCE IS BELOW 90% THE HOLIDAY WILL NOT BE AUTHORISED. Holiday taken in SAT's week will not be authorised. The date can be obtained from the school office.
- Holidays requested in the first two weeks of September will not be authorised, this is due to children moving into new classes and it is a vital time to establish new relations, routines and work.

It is the responsibility of the class teacher, Pupil Support Officer and Headteacher to ensure that the attendance registers are kept up to date and completed correctly. Where absence or authorisation is unclear the Teacher should consult with the Pupil Support Officer.

PROMOTING GOOD ATTENDANCE AND PUNCTUALITY

Communication with Parents

- Parents will be informed about the School Aims and Policies around Attendance and Punctuality through the School Prospectus.
- Reminders about Attendance and Punctuality will be included in newsletters on a regular basis.
- The Annual Governors Report will contain information and statistics on attendance.
- Individual pupil figures for attendance and punctuality are included on the child's report.
- Where individual families are experiencing difficulties we will work in partnership with the parents, child and other agencies to promote good attendance and punctuality.

COMMUNICATION WITH PUPILS

- Good attendance and punctuality is promoted regularly in class and school assemblies
- Rewards / certificates are given in recognition of good attendance and punctuality
- Attendance weeks will focus on the importance of good attendance and punctuality.