



Attendance Policy

Status: Statutory

Reviewed and agreed by

Governors

Headteacher

Renewal Period: 4 year

Review Date: Autumn 2021

Attendance Policy 2017

Summary:

1. Registration
2. Absence from School
3. Administration of Absence
4. Planned Leave of Absence
5. Approved Absence -Educational Visit
6. Patterns of Low or Irregular Attendance
7. Child Missing from Education
8. Reintegration/PTT
9. Rewarding Attendance

1. Registration

Punctuality to school is crucial. Lateness into school causes disruption to a child's learning and to that of the other children in the class. It is paramount therefore that all students arrive at school on time. The school is open from 8.45am with the children being brought into classes at 8.55am.

- By law, schools must take a morning and afternoon register and record the attendance or absence for every child.
- Morning registration takes place at 9.00am and children who arrive after 9:00am but before 9.10am will be recorded as late to school.
- Morning registers close at 9.10am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- A child's attendance and punctuality is recorded on their annual report and will be passed on to future schools/colleges as necessary.

The register is a legal document and must be completed accurately.

Expectations for Good Attendance.

We consider good attendance to be 95% or above.

Descriptor	Attendance
Excellent	100% - 99%
Good	98% - 95%
Requires improvement	94% - 91%
Persistent Absentee	90% - 86%
Critical	85% - 80%

We expect that all children will:

- attend school every day.
- attend school punctually.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school on each day of absence or, if known in advance, give notification whenever their child is unable to attend school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.
- attend meetings at the school as requested.
- provide medical evidence for absence as requested (this may be in the form of a date stamped compliments slip confirming your visit, prescription or medicine bottle or hospital letter).

We expect that the school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any child's or parent's/carer's concerns.
- keep regular and accurate records of morning and afternoon attendance and punctuality and monitor each individual child's attendance and punctuality.
- contact parents/carers each day when a child fails to attend and where no message has been received to explain the absence (see appendix for first day absence procedures)
- follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition.
- regularly inform parents/carers of the percentage attendance of their child.

- make initial inquiries regarding children who are not attending regularly.
- meet regularly with the Education Welfare Officer to monitor and support school attendance and punctuality.
- refer irregular or unjustified patterns of attendance to the Education Welfare Service. Failure by the family to comply with planned support set by the Education Welfare Officer may result in further actions, e.g. a Parenting Contract, parental prosecution or an application for an Education Supervision Order.

2. Absence from School

Absences are either authorised or unauthorised. Authorised absence is where the school has either given approval in advance for a student to be out of school, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences must be treated as unauthorised.

Repeated medical or illness absences will require the school to request that the parent/carer obtain medical evidence from their doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, prescription, labelled medical container or hospital letter.

The Class Teacher will record whether all absences are authorised or unauthorised, and will categorise the reason onto the SIMS system with the appropriate coding. If unsure, the teacher will check with the Head whether a particular absence is authorised or unauthorised.

Leaving During the School Day

During school hours the school staff are legally in loco parentis and therefore must know where the children are during the school day.

- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- parents/carers are requested to confirm, by letter, email or telephone call, the reason for any planned absence, the time of leaving, the expected return time.

3. Administration of Absence

The class teacher will directly input confirmed absences into the electronic monitoring system - each absence will be given a code in relation to the reason for absence. All codes link back to an authorised or unauthorised absence mark.

The office will seek an explanation for all unexplained absence via telephone call or home visit.

Persistent failure to provide confirmation of absence will result in the absence being recorded as unauthorised absence. If 10 sessions of unauthorised absence are incurred within a 12 week period then a referral may well be made to the Education Welfare Officer.

4. Planned Leave of Absence

Term time leave requests will be approved and classed as an authorised absence for those children whose percentage attendance is the same as or above the school target of 95% at the time of the request up to the duration of 10 school days.

Term time leave requests up to the duration of 10 school days for children whose attendance is between 94.9% and 90.1% will not be approved and will be classed as unauthorised without referral to the Education Welfare Officer.

Term time leave requests for children whose attendance is 90% or below at the time of the request or on return of the planned absence and the time is taken will not be approved and will be classed as unauthorised absence. A referral will be made to the Education Welfare Officer for further action to be taken.

We appreciate that individual circumstances contribute to a student having a lower percentage attendance. The head teacher holds responsibility for these decisions and will consider whether there are any exceptional circumstances in consultation with the Education Welfare Officer before a decision is made as to whether the absence is classed as authorised or unauthorised.

Parents/carers will be contacted by the Headteacher advising them of the outcome of the term time leave request. The class teacher is also informed of the decision so accurate records can be maintained.

5. Approved Absence - Educational Visit

Such activities may include:

- Educational visits or field trips
- Sporting events (fixtures or sports days etc.)
- Enrichment courses
- Fixed Term Exclusions.

The school will use the appropriate coding to record these absences as 'authorised' or 'educated off site'.

6. Patterns of Low or Irregular Attendance

The Headteacher will monitor any irregular or low patterns of attendance and punctuality. The school will meet with or telephone the Education Welfare Officer throughout the year to inform them of the actions taken by the school and discuss what actions are required from the Education Welfare service.

Communication between home and School is constant throughout the attendance monitoring process. This may be in the form of a telephone call, letter, email or meeting and if necessary invitation for other outside agencies to be involved i.e PFSA, School Counsellor, School Nurse.

Since 01 September 2013, when alternative avenues have been exhausted and a student does incur 10 sessions of unauthorised absences within the previous 12 weeks, the school will request for Local Authority involvement in the form of a Warning Notice, Penalty Notice or Casework. This can be requested prior to the Education Welfare Officer becoming involved with a family.

Schools can request a Warning Notice giving a family a 15 school day period where they attend school every day in order to pass (100% attendance to pass). If not passed, then a Penalty Notice could be issued or Warning Notice could be withdrawn which could initiate a move directly to a parental prosecution. Although this is a government reform, the school fully supports this amendment and will be following the Local Authority's current process in improving attendance. A penalty notice could be applied for if a child has at least 10 sessions of unauthorised absence in a 12 week period.

7. Child Missing from Education

All schools have a duty to inform the local authority of any child who is going to be deleted from the admission register, who fails to attend school regularly, or who has been absent for a period of 10 school days or more with no explanation. This duty does not apply when a child's name is removed from the admission register at standard transition points - when the child has completed the final year of education normally provided by that school - unless the local authority requests that such returns are to be made.

If a looked after child or a child subjected to a Child Protection plan goes missing, the school will refer them to the Multi Agency Safeguarding Hub (MASH) within 48 hours. A referral to the MASH should also be considered for any child being withdrawn from school with the intent to be electively home educated where there are safeguarding concerns.

8. Reintegration and Part Time Timetables

There is a statutory requirement to set work that can be done at home when children are absent from school for approved reasons over a prolonged period of time, e.g. sustained illness or injury, fixed term exclusion etc.

9. Rewarding Attendance

Termly attendance assemblies are held in recognition of good attendance and are celebrated through personal awards and certificates.

Those students with 100% attendance at the end of each academic year will receive a £5 book token.

First Day Absence Procedures

At Ditchheat Primary School the health, safety and well-being of every child is our top priority. It is for this reason that the following action will be taken on the first day of absence;

If a child is absent from school and no reason has been given, the school office checks the registers at 10am and will phone the first number on the contact list for an explanation. If there is no answer the next numbers will be rung in order until a reason is found. When no contact can be made the Head teacher will be informed so appropriate action can be taken.

If a child usually walks or rides a bike to school on their own, the office should be alerted as soon as possible if they have not turned up in the morning, so that enquiries can be made immediately.

Responsible for phoning for first day absence in order:

Nicki Green

Maddy Battye

Kate Knowles

Richard Reid

Head teacher - Richard Reid

Signed:

Nicki Green

Signed:

Maddy Battye

Signed:

Kate Knowles

Signed:

Richard Reid