

ATTENDANCE POLICY



Chaloner Primary School

Date Policy Approved	March 2019
Review frequency	Every year
Next review date	On or before March 2020
Approving body	Full Governing Body

Attendance Policy

At Chaloner Primary School we recognise that attending school regularly has a positive impact on learning, progress and emotional wellbeing and therefore the best life opportunities and chances for children. We work together with parents to ensure that all children registered at the school attend both regularly and punctually.

The school monitors attendance and punctuality with the principle that regular, uninterrupted attendance is vital to a child's education progress, especially for our most vulnerable children. To promote high attendance we celebrate the highest overall class attendance through a weekly certificate and a half term cup with class reward.

This policy explains the effective systems and procedures for encouraging regular school attendance and punctuality and investigating the underlying causes of poor attendance and punctuality so we can act early to address patterns of absence at Chaloner Primary School.

Equal Opportunities

The school will take into account cultural, social and educational factors when implementing this policy. Every attempt will be made to ensure that no child or family will be treated unfairly because of underlying cultural, social or educational factors.

School Responsibility

- The school records and monitors attendance in accordance with the statutory requirements (School attendance- Guidance for maintained schools- September 2018- DFE)
- Mrs Baxter updates the admission register of any changes to address, contact details or school the child attends when necessary.
- Registers are called twice daily, morning and afternoon and this information is stored in SIMS.
 - Registers close at 9.25am and again at 1.05pm. Any child arriving after closing of the register will be marked absent with the code U, or with another absence code if that is more appropriate.
 - Children arriving late before the close of register will be marked L.
- The school uses the codes specified in the DFE document for all other absence codes. It is the responsibility of the admin staff to determine the code in SIMS. If there is uncertainty about the code, the decision lies with the Headteacher.
- Half Termly attendance meetings are held by the school attendance team. This team consists of the Senior Leadership Team, Admin Staff and Governors are also encouraged to attend.

- During the meeting we analyse attendance and punctuality records and determine reasons for the absence or number of lates and action required.
- All teaching and non-teaching staff with a concern about a child's attendance or punctuality will record their concern using CPOMs.
- If a teacher has been provided with an explanation about why the child is absent they record this in the register for the admin staff.
- If a child is absent and no explanation has been provided, the admin team will make the relevant phone calls, as soon as they have the register, to find out why.
- The school adheres to Redcar and Cleveland Local Authority guidelines for children 'Missing in Education'.
- The school will initiate a Fixed Penalty Notice when appropriate.
- At Chaloner Primary School we also celebrate improved attendance with our families.
- The school will ensure any entry to the admission register and attendance register is preserved for a period of three years after the date on which the entry was made.

First Day Response Call

It is the school's intention to implement a "first day response call" when children are not in school in time for registration. If no contact is made with the parent to ascertain the reason for a child not being in school, where possible a message will be left, asking the parent to contact school with a reason for the absence. Where there are reasonable grounds to consider safeguarding/child protection concerns for a pupil a home visit will be undertaken by the Mrs Parker (HT) or Christine Saunders (SBM) accompanied by another member of staff.

Parents Responsibility

- To ensure that their child attends school regularly and always arrives on time.
- To contact school on the 1st day of absence and no later than 9:15am, this can be by phone, letter or in person
- To keep all contact numbers up to date and make sure we have phone numbers for at least two adults.
- To arrange routine appointments (e.g. dentist) during the school holidays or outside school hours. Where this is not possible, proof of the appointment must be provided.
- To avoid any leave in term time, including holidays. If a leave of absence is unavoidable, a leave of absence application must be submitted to the headteacher. Leave will only be granted in exceptional circumstances.
- To notify the school at least one month in advance of any leave of absence planned.
- To attend meetings in school when invited.

Signing out

- Parent/Carers are responsible for signing out children from the school, where leave has been granted during the school day or for medical/dental appointments.
- Children can only be released to a parent or authorised carer/family member when being collected from school. When a child leaves the school site after registration, the original mark will remain in the register, but the signing in/out procedure will be referred to during an evacuation situation to ensure all pupils can be accounted for.

Pupils Responsibility:

- To come to school regularly and ready to learn and achieve.
- To make sure they are organised and come to school on time with everything they need.
- To talk to a trusted adult if they are concerned about their own attendance and punctuality.

Monthly Attendance Meetings

The Senior Leadership Team meet half termly to check the attendance data for patterns of absence to act early in the interest of the child.

Action from the meeting can result in:

- A letter home thanking the family for improved attendance since their last letter.
- A telephone conversation with the parent/carer to clarify any issues that arise from the meeting.
- A letter home informing parents/carers of the absence issue. The implication this may have on their child and our expectations for improved attendance.
- A more formal meeting with the parent/carer and a member of the SLT about their child's attendance and how we can work together to ensure an improvement is made.
- Referral to the Attendance and Welfare Service for further action with the family.

Children Missing from Education

This can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.

- ALL staff and volunteers follow school procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect
- Our 'First Day Response' approach helps identify children missing early.
- The Local Authority is informed of any pupil who fails to attend school regularly, or has been absent without the schools permission for a continuous period of 10 school days or more
- We work alongside other multi-agencies in respect of individual children and families.

- We hold more than one contact for all children. Where parents do not provide this, they provide a written explanation.
- If a child is deleted from the register the school will inform the local authority providing the information specified in the DFE School attendance document; page 7.

Leave of Absence

Following the September 2013 amendment to The Education (Pupil registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In Chaloner Primary School the head teacher is the person authorised by the Governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings. Leave of absence forms can be obtained from our school office or downloaded from our website.

Leave of absence **SHALL NOT** be granted unless:

- A request for leave has been made in advance, by a parent with whom the pupil normally resides
- The head teacher considers that leave of absence should be granted due to the exceptional circumstances relating to the request.
- The attendance for the child is above 95% over the last 12 months.

What is a Fixed Penalty Notice

A Penalty Notice is a fine that can be issued to parents by the Local Authority for their child's irregular school attendance. Parents of a registered pupil whose child fails to attend school regularly are committing an offence under section 444(1) Education Act 1996

Penalty Notices may be issued in the following cases:

- For a child who is absent for a holiday and their attendance was 95% or below within the previous 12 months.
- For a child absent during formal examination periods: The month of May for Y2, Y6 and reception and the month of June for Y1 children.
- Where parents have been given the opportunity to improve their child's attendance but failed to do so.
- For a child with an unauthorised absence during a 15 day period after a warning letter has been issued.

A Penalty Notice charge is £60 per parent per child, to be paid within 21 days and will increase to £120 to be paid within 28 days of the penalty notice being issued. All payments are made to the Local Authority.

Penalty notices provide an alternative to prosecution and enable parents to discharge potential liability for conviction for an offence by paying the penalty.

