

Forest Glade Primary School



Attendance Policy

Attendance Policy

Review (3 years)	Signed (Full Govs)	Staff	Next renew
Spring 2014 (P&S) ^(late)			Autumn 2016
Spring 2017 (P&S)			Autumn 2019

Aims

At Forest Glade we aim for children to achieve their full potential. Good attendance means that children usually make good, consistent progress in their school work. In order for this to happen, children should attend school regularly. We rely on our partnership with parents to ensure that this is achieved. Any absences that are necessary should be explained by the parents or carers and authorised by the Head Teacher.

Objectives

- / Meet Governor and school target attendance figures
- / Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers

School Responsibilities

- / To communicate clearly the attendance procedure and expectations of the school
- / Maintain appropriate attendance data
- / Have appropriate registration procedures in place
- / To follow up absences and lateness if parents/carers have not communicated with the school - first day absence phone call initially
- / Inform parents/carers of what constitutes authorised and unauthorised absences
- / To have systematic tracking of daily attendance/lateness
- / To report to Targeted Support where attendance triggers their involvement with a child
- / To report to the Government about attendance
- / To consistently administer the attendance procedure
- / To enforce Government guidelines re-guarding authorisation of holidays within term time and the implementation of fines

Parent Responsibilities

- / To have children in line on the playground by 8.55 am
- / To inform school on the first day of any absence
- / To ensure that school are clear about why a child has been absent either in person, by letter or phone call
- / Comply with the school attendance procedures and government guidelines regarding holidays
- / Work with the school Targeted Support where appropriate to improve lateness and attendance

Registers

Under the Education Regulations 1995 the governing body are responsible for making sure that the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. The register will also indicate whether the child has an authorised or unauthorised absence.

Definitions

Authorised Absence:

- / An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from the parent/carer
- / Only the school can authorise the absence. Parents do not have this authority. Consequently not all absences supported by the parents will be classified as authorised eg: if a child is taken out of school to go shopping

Reasons for absence

Parents are informed by the school newsletter; prospectus, parents meetings and personal contact that they need to inform the school office by nine o'clock in the morning of any reason for their child's absence. If a note is sent in or a telephone message is taken, we log the child's name along with a reason for the absence on an excel spread sheet (tracking document). Then an appropriate mark is put in the attendance register and the class teacher is notified.

The Process for monitoring attendance

- / A daily record of absence is kept by the school taken from information in registers. This details the date of absence and if we have been contacted by parents and a recorded reason for absence
- / On the first day of absence and no correspondence from the parent the office will contact the parent for a reason for the absence
- / At the end of every half term the Head Teacher and Attendance Co-ordinator review the levels of authorised and unauthorised absence, patterns of absence and tracking of holidays. At the end of the term certificates and a small prize are sent out to children who have managed to achieve 100% attendance.
- / Text messages are sent out to parents at the end of each half term, to congratulate their child on achieving 100% attendance

Monitoring Absence

The Head Teacher along with the Attendance Co-ordinator will monitor absences and unauthorised absences every half term contacting parents via letter termly where necessary. The figures are then reported to the Local Authority, and in the Heads Report to the Governors'. Targeted Support can audit registers during the year

Promoting Attendance

At Forest Glade we provide a caring, safe, stimulating environment to encourage children to want to attend school. Through assemblies and moral education a positive attitude to school is developed. As an incentive, children track their classes' weekly attendance and compete to become the highest class in their Key Stage. This produces a weekly winner, a class team spirit and, the children get to keep two 'teddy bears' respectively, in their classroom affectionately titled 'Big and Baby Boris' for the coming week. Class attendance is permanently on display in the main hall and all children and visitors can immediately see our figures for the previous week.

High attendance is acknowledged to parents each half term through text messages. Prizes, reflecting bronze, silver, and gold certificates, for termly high attendance forms part of an incentive across the year. So you can get 100% in one term and be rewarded, similarly across the whole year and receive a prize for the three terms at the end of the year. These incentives for the year are robustly supported by systems and protocols in our office.

Forest Glade Primary School **Monitoring Attendance**

The following steps are how we monitor our attendance at Forest Glade Primary:

- A daily record of absence is kept on the computer system. This details the date the child is absent, their class, if we have been contact by parents, whom we have been contacted by and the reason for absence.
- On the first day of absence, if there has been no correspondence from parents the School Office will telephone the parents to find out the reason for absence.
- At the end of every half term the Head Teacher reviews the levels of authorised absence and unauthorised absences with the Attendance Co-ordinator.
- If a parent wishes to take their child out of school for a holiday then it needs to be in 'exceptional circumstances' and they need to write to the Head Teacher explaining those circumstances. They may be invited to come and talk about this so that they get a chance to state their reasons. We cannot authorise holidays that are not 'exceptional circumstances'. If a request for authorised holiday is declined and the parent chooses to still take the child out of school, an unauthorised mark will be given in the register and a fine may be implemented.
- Pupils who have an attendance of less than 90% are sent an appropriate letter at the end of each term with details of their child's absences and notification of further monitoring:
 - Attendance below 90% due to unauthorised holidays (or holidays and illness).
 - Attendance below 90% due to authorised holidays (or holidays and illness).
 - Attendance below 90% due to illness
 - Improved attendance on last term
 - Individual letters – personalised
- Lates are monitored on a weekly basis. When a child reaches 4 lates a letter is sent home. If they reach 6 lates a telephone call or face to face meeting with either the Head Teacher or the Attendance Co-ordinator is implemented. Further lates are monitored closely by the Head Teacher and actioned appropriately.
- Letters are written in a way that is sensitive to individual situations and in some circumstances the Head Teacher will speak to a parent as well as or instead of providing a letter.

These processes allow us to consistently monitor attendance and particularly target children attending below 90% of their learning time.

Samples of the letters are in the attendance folder.