



NANCY REUBEN PRIMARY SCHOOL

ATTENDANCE POLICY

**(This Policy also links with our Child Protection
and Safeguarding Policy)**

SEPTEMBER 2017

Attendance Policy

The pastoral care of our children is central to the aims, ethos and teaching in Nancy Reuben Primary School and we are committed to developing positive and caring attitudes in our children and staff. Our Attendance Policy is part of our collective pastoral care policies overseen and implemented by our Pastoral Support Team as detailed on our website <http://www.nrps.co.uk/our-team/pastoral-team>

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. At Nancy Reuben Primary School we strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Aims

1. To improve/maintain the overall attendance of pupils at Nancy Reuben Primary school.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.

Role of the School

The Head Teacher at Nancy Reuben Primary School has overall responsibility for school attendance and managing persistent lateness. Teachers/designated staff will bring any concerns regarding school attendance to Head Teacher's attention.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

Nancy Reuben Primary School is committed to working with parents to encourage regular and punctual attendance and we are proud that our parents support us in this regard.

Role of Parent

Parents have a legal duty to ensure their child of compulsory school age (Age 5 and above) shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

If a child is registered in school, their parent has a legal duty to ensure that they regularly attend. At Nancy Reuben Primary School we include in this expectation the prompt arrival of pupils who are expected to be lined up with their class every day at 8.40am (or the time that school starts when the start time might change occasionally in the year perhaps after a festival.)

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day. This should be confirmed with a written note when the pupil returns to school detailing the reason for the absence. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

To assist parents, absences can be reported online through the Parentmail App as well as through the School Website by using the online form:

<http://www.nrps.co.uk/parents/absence-form> or by a form available from the school office.

Pupils are expected to be in Nancy Reuben Primary School in good time to be in the line when the whistle blows at 8.40am for registration and the beginning of class. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

Persistent lateness will be dealt with initially by contacting the parent or responsible adult who brings and / or collects the child to and from school.

Where it is deemed that a parent is not meeting the requirements of the school, the Head Teacher may, in some circumstances refer the matter to the Governing Body or the Education Welfare Office at the Local Authority for advice.

If your child appears reluctant to attend school please discuss the matter promptly with the class teacher or a member of the Pastoral Team to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at Nancy Reuben Primary School must attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian must be provided to your teacher when you return.

Absence Procedures

Every absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised. This is why information about the cause of any absence is always required.

Details of how to inform the school about an absence are noted in the section, 'Role of the Parent.'

Authorised Absences

From time to time children need to be absent from school for other reasons such as medical appointments. Such absences usually only take up part of a day and it is expected that parents will try to ensure their child returns to school afterward wherever possible. School should be informed of such absences in writing in advance, with accompanying documents and children should be brought in to school for morning registration and back to school straight after the appointment.

Every effort, however, should be made to arrange medical appointments outside school hours. Every single day a child is absent from school equates to a day of lost learning.

At Nancy Reuben we aim to ensure that every child has an attendance rate of at least 97%.

100% Attendance	0 days missed	Excellent
95% Attendance	9 days of absence 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of absence 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 days of absence 5 weeks and 3 days of learning missed	Very poor
80% Attendance	38 days of absence 7 weeks and 3 days of learning missed	Unacceptable
75% Attendance	46 days of absence 9 weeks and 1 day of learning missed	Unacceptable

The table above is based on DENI guidance – School Attendance Matters – A Parent’s Guide.
<https://www.education-ni.gov.uk/publications/school-attendance-matters-parents-guide>

Examples of authorised absences are:

- Illness;
- Absences allowed by the school. These would usually include:
 - medical appointments
 - family occasions e.g. close family wedding, bereavement etc.
 - extreme family emergencies e.g. house fires, burglaries etc.

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given.

- Examples of unauthorised absences are:
 - Parents/carers keeping children off school unnecessarily
 - Unexplained absences i.e. the absence has never been properly explained to school
 - Shopping, looking after other children or birthdays
 - Day trips or holidays in term time

Family holidays during Term Time

Parents demonstrate their commitment to their child’s education by not taking holidays during term time. Any child who is absent from school during term time due to holiday will miss out on important learning and may fall behind with their school work.

Holidays taken during term time will be categorised as unauthorised absences. Under current legislation Nancy Reuben Primary School is unlikely to grant any leave of absence during term time unless there are exceptional circumstances. Therefore, our school will generally only authorise holidays in line with these regulations. Exceptional circumstances will only be agreed very rarely.

Parents should inform school by letter if they are going on holiday. We appreciate the courtesy of this information although, usually, we cannot authorise the absence.

Procedures for Managing Non-attendance

The school will continuously monitor each child’s attendance record. The school follows a two-step process for any children who are persistently absent for any reason:

1) Each month Jenny will review all absences and the reasons given for children whose attendance falls below 97% as a cumulative percentage. This information will be provided to the Senior Leadership Team who will review the attendance and lateness data. It is noted if attendance is improving or deteriorating within the previous month. Attendance data is stored on the school’s INTEGRIS school management database. It is entered there during registration every morning and every afternoon.

Following this analysis a range of action may result:

- School may contact parents to discuss the matter and offer support.
- School may send a letter to the parents/guardians of specific children whose attendance is causing concern. This will inform parents of their child’s attendance, school’s concerns and invite parents to contact school to avail of assistance in effecting improvement.

Very often these early interventions are successful in effecting improved attendance.

2) The Head Teacher will liaise with the class teacher, SENCO and, when necessary, other outside professionals, if the need for support is identified.

Punctuality and Lateness

Punctuality

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

All children should be ready to come into school at 8.40am, when the whistle is blown. By this time the children should have said their goodbyes and be lined up with their class in the correct place. This creates a positive start to the school day and allows learning to commence promptly.

The children will be collected by their class teacher and taken into school where the register will be taken, this is a legal requirement.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and can encourage absence.

The school day starts at 8.40am and we expect all children to be in class at this time.

A child arriving after 8.40am is late. This matter is initially addressed by the class teacher. If work is missed there is an expectation that this will 'made up' by the child.

Persistent Lateness

Our Late marks are regularly reviewed by the Senior Leadership Team and patterns and frequency of lateness discussed with the Class Teacher for the purposes of addressing with parents. In the case of highly frequent lateness the Head Teacher will contact the parent.

Nancy Reuben Kindergarten

The Kindergarten year is a pre-school year and it is not a legal duty for the child to go to school. If a parent chooses to take a place at our Nursery, however we would expect that all efforts would be made to achieve a high level of attendance. The children's attendance will be recorded and monitored in the same way as the school.

Written: September 2017

To be reviewed: September 2019