



Hollybush Primary School



“Inspiring all learners to achieve”

ATTENDANCE POLICY

Persons Responsible – HEADTEACHER & ATTENDANCE TEAM

Date of Policy: January 2018

Reviewed and amended by: BR, MR, RW

Next Review Due: January 2019



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Aims

Hollybush Primary is committed to providing a broad, balanced and effective education for all the children who attend the school. We believe that regular attendance is of the greatest importance because children –

- Have full access to the curriculum and are more likely to achieve their potential
- Are able to build relationships and develop social skills
- Are able to broaden their experiences
- Are able to develop self-esteem
- Are able to develop a more positive attitude to school and the world of work
- Are able to understand how important it is to be punctual and reliable
- Are able to develop a feeling of belonging
- Remain within the law

At Hollybush Primary we do all we can to ensure that children attend consistently and that any problems that impede full attendance are identified and acted on quickly.

Our Expectations

We expect the following from all the children –

- That they will attend school Everyday
- That they will be punctual and appropriately prepared for the day
- That they are in Full School Uniform

We expect the following from parents –

- That they ensure their children attend school
- That they contact the school whenever their child is unable to attend and provide an explanation for their absence. We ask parents to ring on the first day of absence
- To regularly update their telephone numbers and any change of address with the school office.
- That they ensure their children do not have absences for inappropriate reasons
- That they ensure their children arrive at school punctually and well prepared for the day ahead



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- That if medical appointments are made in school time letters/appointment cards to be shown at the school office.
- School holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during school holidays

Holidays in Term Time

- From 1 September 2013, schools are no longer allowed to authorize any requests for children to be taken out of school for a holiday during term time. Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the school in advance, as the DfE have told schools that they cannot authorise any absences after they have been taken. Parents may receive a penalty notice if their child is absent from school without permission.

Parents and children can expect the following from school –

- Regular, efficient and accurate recording of attendance

Early contact with parents when a child fails to attend without a reason being given. This will result in a daily text message and a phone call on the first day of absence, and a letter on the third day of absence

- Visits to the home if required by the Hollybush Attendance Officer
- Immediate and confidential action to address any problem of attendance
- Encouraging good attendance and providing regular rewards. (All children with 100% attendance receive a certificate each term, which is presented in a parents' assembly. Any children with 100% attendance for the whole year will be presented with a reward in the last parents' assembly of the summer term.)
- Letters home to report on attendance levels in school every half term
- Support for families to improve punctuality and attendance
- A quality education for their children

Systems for encouraging good attendance and punctuality

The following systems are in place –

- Close monitoring of attendance figures by the HT on a half termly basis so that swift action can be taken and patterns identified
- Weekly monitoring of all registers by the Hollybush Attendance Officer/coordinator



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- Registers are completed accurately at the beginning of the morning and afternoon sessions. Children are marked Late after 9.00am
- Registers close at 9.30 a.m. Children who arrive after this time are given a “U” code
- Termly presentations of certificates to children with 100% attendance
- Weekly presentation of class attendance and punctuality certificates
- A presentation at the end of the summer term to children with 100% attendance throughout the year
- Hollybush follows the Bramley Cluster/Local Authority process; “Managing Absence from School”
- Targeting specific families and children to support, monitor and encourage
- Inviting parents to informal meetings in school or visiting the home
- Parenting Contracts will be offered to help improve attendance
- Inviting parents when appropriate to formal meetings with the Hollybush Attendance Officer and attendance coordinator
- Contacting parents to ensure they supply reasons for their child’s absence
- Letters to parents to congratulate them for improved attendance or punctuality
- Posters in classroom windows notify parents of weekly class attendance

Systems for responding to non-attendance

- If no explanation is forthcoming regarding a child’s absence by 9.45 am on the 1st day of absence the parents will be contacted.
- Persistent absence or a pattern is identified in attendance statistics the school will follow the Local Authority’s 6 stage process for managing absence from school.
- Parents will be visited at home by the Learning Mentors and/or Hollybush Attendance Officer if they are unwilling or unable to come into school

Organisation

Attendance is an area of high priority at Hollybush Primary and we convey this to our pupils and parents by-

- Talking to new parents about the importance of good attendance and punctuality
- Providing children and parents with our attendance leaflet outlining our policy
- Contacting parents if a child is absent without reason
- Sending information in half termly newsletters to update parents regarding attendance
- Providing rewards for good attendance
- Leading by example. The morning bell is rung at 8.55am and all staff are at the doors to greet the children promptly



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Roles and responsibilities The Head Teacher

- To oversee the whole policy
- To be aware of all initiatives in school
- To speak to all new parents about the importance of good attendance and punctuality
- To report on attendance to Governors

The Attendance Coordinator

- To produce, implement, monitor and review the attendance policy
- To produce an action plan for attendance if necessary
- To maintain attendance and punctuality as a high priority
- To oversee attendance figures
- To monitor and analyse the information from registers
- To prioritise families requiring support and identify general trends and improvements
- To liaise with class teachers, outside agencies, parents and children
- To co-ordinate initiatives to improve attendance and punctuality
- To organise rewards for good attendance and punctuality
- To communicate with parents through newsletters, individual letters and verbally
- To contact parents of children with unexplained absences
- To display information on attendance
- To report to the SMT, staff and Governors on a regular basis
- To organise INSET and training for staff
- To attend relevant courses and feedback information to staff

Administrative staff

- To record a reason for absence upon receipt of a phone call from parents and carers
- To ensure class teachers are informed about the absence of a child
- To inform the LM's/Hollybush Attendance Officer if no reason for absence has been given.

Class teachers

- To complete registers accurately
- To inform the HT/LM's if they have any concerns regarding a child
- To make attendance and punctuality a high priority and convey to their pupils the importance of the education being provided
- To direct messages from parents to the school office
- To reward children for good attendance and punctuality where appropriate
- To allow children to examine the importance of good attendance and punctuality through the PSHE curriculum



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Support staff

- To be aware of the policy and guidelines for attendance
- To inform the class teacher or LM if they have any concerns regarding a child
- To emphasise the importance of good attendance and punctuality with the children

Equal opportunities

At Hollybush Primary we believe that every child has a right to a broad, balanced and effective education regardless of race, gender and special need. Where attendance and punctuality are poor this is not always possible, as the children do not have full access to the Curriculum and opportunities available in school. To ensure equal opportunities for all it is essential that the importance of consistent good attendance is made a high priority through example, encouragement, close monitoring and support.

Safeguarding

By attending school regularly children and young people are kept safe, are able to access free school meals and access to other services, health care and education which increases their own emotional and physical resilience and therefore their ability to keep themselves safe when not at school. Persistent absence is often an early indicator of children/families with additional needs. Another key element of the strategy is the Children Missing Education (CME) protocol which requires input from all agencies to ensure as many pupils as possible are being tracked. Hollybush Primary follows the Leeds protocol for children missing education.

Monitoring and review

The effectiveness of the attendance policy is monitored by the HT through regular analysis of information from registers.

This policy will be reviewed in **January 2019**