

Patcham Infant School



Attendance Policy

To fulfil our vision it is important that good attendance habits are established from the beginning of a child's school life.

Due to the young age of our pupils it is the parents who ensure good attendance. The school has a duty to inform parents of the necessary practices and procedures. We aim to work in partnership with parents on all matters.

September 2018

Aims

We aim to

- work in co-operation with parents to ensure that all pupils attain their optimum attendance rate, in order to achieve continuity of learning and develop sound social relationships.
- define responsibilities, of parents, teachers, the Head-teacher, office staff and the Education Welfare Service.
- establish effective monitoring systems in school for checking individual attendance.
- provide information regarding attendance of individuals, year groups and the whole school to the local authority or DfCS.
- ensure consistency throughout the whole school in our approach to recording absences and late arrivals
- define authorised and unauthorised attendances so that they are applied consistently by office staff.

Responsibilities

Parents' responsibilities

Parents have a legal responsibility to ensure that their children attend school. High school attendance rates correspond to increased chances of success in school.

Parents should ensure that their child arrives at school before registration at 9.00a.m. A member of staff opens the school doors at 8.45a.m. Parents/carers are asked to see their child safely into the school building.

We encourage children to leave their parents/carers at the school door and go into the classroom on their own where they will be met by the class teacher. This helps to ensure an interruption free start to the school day. If parents/carers need to pass a message onto the class teacher they are asked to leave this with the member of staff on the door. The school office will deal with any other enquiries. Teachers are available to speak to parents at the end of the school day as they see the children out.

For safety reasons parents/carers are asked to remain on the playground with their children until the doors are opened at 8.45a.m.

Lateness

Parents/carers are asked to ensure that their child arrives in school ready for registration at 9.00a.m. Should they be unavoidably late then

parents/carers are asked to report this to the School Office. The office staff will then inform the school kitchen if the child has school dinners.

If a parent/carer knows in advance that their child will be late into school e.g. for a medical appointment then they are asked to notify the School Office prior to the event.

A late arrival (after 9.10a.m.) will be recorded as “L” unless there are permissible circumstances such as a medical appointment.

Illness

Should a child be unable to attend school due to illness, parents/carers are asked to notify the school on the first morning of the child’s absence. This should be done either by telephone on 01273 509766 or emailing the school on admin@patchaminf.brighton-hove.sch.uk. A record of phone calls regarding pupil illness will be noted in the school diary on the day of notification.

Holidays during term time

Parents are asked to refrain from taking children on holiday in term time. Unnecessary absences have a detrimental effect on the child’s education and social relationships. No holidays will be authorised unless in very exceptional circumstances. All requests for holidays should be put in a letter to the Headteacher and the Headteacher will then respond in writing to all requests.

Other absences

All other absences must be notified to the School Office. The Headteacher will then determine whether or not an absence should be recorded as authorised or unauthorised.

Teachers’ responsibilities

Registration

Registration is carried out by the teachers at 9.00 a.m. and 1.00 p.m. It is the responsibility of the teachers to ensure that registration sheets are accurately completed. Children present are recorded as /. If a child is not in school, at the time of registration the teacher should leave a blank as this aspect will be completed by the clerical officer

Any letters or messages given to the class teacher regarding absences should be passed to the school office with the registration sheet for recording.

Any child arriving in school after registration will have their attendance recorded by the School Office.

Illness/partial absence

If a child becomes ill during the school day then the teacher should send them to the School Office who will decide whether or not to contact the parent/carer. Whenever a child is taken out of school for any reason during the school day then the adult who collects him/her should firstly report to the School Office.

Clerical Officer's responsibilities

It is the responsibility of the Clerical Officer to take weekly registration sheets and enter the attendance data onto the computer. She is also responsible for preparing attendance statistics for the Headteacher the Governors the school's Education Welfare Officer, the DfCS and parental reports as requested.

If a parent/carer has not contacted the school office by 10.00 a.m. on the child's first day of absence then the Clerical officer will telephone the parent to discover the reason.

The Clerical Officer will also complete the absence or lateness on the registration sheet as appropriate.

Headteacher's responsibilities

The Headteacher will monitor attendance for all pupils via information gathered, and will contact parents whenever there is cause for concern over lateness or frequent absence.

When necessary, the Headteacher will contact the Education Welfare Officer to discuss any serious concerns over a particular child's attendance.

It is the Headteacher's responsibility to report numbers of unauthorised absences to the LA and the DfCS, and to ensure that they are published with the school's prospectus.

Education Welfare Service

Education Welfare Section, CYPT, Brighton and Hove Council,



Patcham Infant School

**Attendance
Information for Parents and Carers**

Holidays in Term Time

- In line with DFES and Brighton and Hove Guidance Patcham Infant school will not authorise pupil absence for holidays in term time, unless there are exceptional or unusual and compelling circumstances. This applies to absences of any length
- All holiday requests should be made in writing to the Headteacher
- Holidays taken in term time will automatically be recorded as unauthorised unless there are exceptional or unusual and compelling circumstances
- It is possible that unauthorised holidays will trigger involvement from the Educational Welfare Officer and you could be liable for a fine.

Our Educational Welfare Officer (EWO) supports the school with attendance. Their role is to ensure that children are in school when they should be, and to ensure that your children are punctual.

The Education Welfare Officer visits the school regularly to meet with the Head Teacher and Administration Assistant responsible for attendance. The registers are scrutinised, patterns of absence/poor punctuality are discussed and any previous history with the Educational Welfare Officer are taken into account.

The Education Welfare Officer makes decisions regarding asking the school to follow-up attendance/punctuality issues and letters may be sent home. If attendance/punctuality issues do not improve then further action may be taken.

For your Information:

Absence linked to holidays in term time

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|------------------------------|---|-----------------------|---|-----------------------|---|-----------------------|
| | Every School Day Counts! | | | | | |
| | 175 Non-School Days a Year – i.e. Weekends and School Holidays | | | | | |
| | 190 school days in each year | | | | | |
| 365 days in each year | 190 school days in each year | 10 days absence | 19 days absence | 28 days absence | 38 days absence | 47 days absence |
| | | 180 days of education | 171 days of education | 161 days of education | 152 days of education | 143 days of education |
| | 100% attendance | 95% attendance | 90% attendance | 85% attendance | 80% attendance | 75% attendance |
| | GOOD Best chance of success – gets your child off to a flying start | | WORRYING Less chance of success Makes it harder to make progress | | SERIOUS CONCERN Absence will affect your child's progress Action will be taken | |

Setting good attendance patterns early on will help your child later on