

Northview Primary School Attendance Policy

In order to encourage maximum attendance levels, both staff and pupils need to work within a framework of good practice that both support and helps to motivate pupils, and is consistent across the school.

An Attendance Policy is needed because:

- It provides a structure of action
- It ensures consistency of practice
- It ensures clear policy to pupils, staff, parents and others
- It ensures that vulnerable and 'at risk' pupils are monitored
- It provides and ensures all pupils have access to their NC entitlement
- It raises attainment

At present the incidents of pupil absence is higher than the national average. The role of the parent/carer in supporting the school's effort in securing high levels of attendance is crucial. At Northview Primary we intend to maintain close, effective and positive links with our parents to ensure that they are contacted at an early stage to deal with unexplained absences of their child/ren.

Marking of Registers

It is important that registers are carefully maintained and any information about a child's absence is recorded.

The LEA is ultimately responsible for the satisfactory attendance of every pupil. In some cases legal action may be required, either to ensure parents uphold their responsibilities, or to safeguard the child's welfare. During such proceedings, the detail of school attendance could become important evidence; therefore a need for accurate and consistent registration is necessary.

- All registers should be marked at the beginning of the morning and during the afternoon sessions.

Unauthorised Absence

- The school will speak to the parent/carer in the event of an unexplained absence.
- The school will refer unexplained absences to the Local Authority Education Welfare Office even if the child returns to school if this is considered to be necessary to improve the child's attendance (see also under safeguarding)

Leave of Absence

We are aware that a lot of our parents have relatives abroad and we respect the wishes of parents who wish to take their children to see them from time to time, but this must be arranged during the school holidays. Pupils taken on holiday without permission will be marked in the attendance register as taking **unauthorised absence**. This may result in a Fixed Penalty Notice or Prosecution by the Education Welfare Service.

Permission will only be granted in **exceptional circumstances**, for example a death in the family or other tragic incidents and an appointment must be made to see me the Headteacher to seek authorisation for this and other exceptional circumstances.

Absence and Safeguarding

The school is aware that unexplained absence and lengthy absence may be an indicator of neglect and abuse. Parents/ Guardians are contacted on the first day of an absence if unexplained and each day thereafter up to 10 school days at which stage the Local Authority is informed.

Lateness

Pupils arriving late for school will be entered into the Late Book, by the Admin Staff. Incidence of lateness will be monitored monthly and appropriate letters sent to parents and referrals made to the Education Welfare Officer.

Monitoring Procedures

We encourage positive patterns of attendance and punctuality by

- Monitoring authorised absence- excessive numbers of authorised absence such as illness may need following up with the school nurse.
- Monitoring patterns of lateness – are the parents aware that the child is regularly late?
- Identifying patterns of absence – are children absent on particular days, e.g. swimming, P.E., class visits etc.

The Headteacher will have overall responsibility for monitoring attendance registers.

- The Admin Officer and Class Teachers should bring concerns to the Headteacher's notice.
- The Headteacher report for Full Governing Body meetings will report on pupil and staff absence.
- The Education Welfare Officer will visit the school every 6 weeks to monitor registers, and to note referrals made by the school.
- Attendance will be a weekly item on the agenda for staff meetings (Opportunity for teachers to draw any concerns to the Headteacher or Deputy Head Teacher).

Staff Attendance

- All staff should notify the Headteacher/Deputy Headteacher of illness, as soon as they know they will not be able to attend work.
- For teaching staff this means contacting the Headteacher by telephone at home/mobile the night before or by 7.30am on the morning they become into work.
- For support staff the school should be contacted as early as possible, certainly before 8.30am.
- All staff must let the school know how long they will be off work for, and when they will be able to return to work. This is most important, as all staff absence must be accounted for, and reported to the LEA, so that staff are paid correctly. Absence without notification could result in unpaid leave of absence.
- Staff should telephone before 2.00pm to inform the school if they are returning to work the next day.

Staff are able to self-certify absence for the first week, thereafter a letter from the G.P. must be sent in to the school.

It is absolutely essential for teachers to inform the school so that cover can be sought.

Monitoring of Sickness Leave

The LEA, the Headteacher and Governors of Northview Primary School are responsible for ensuring that the staff employed at Northview are capable of the work they are employed to do. The sickness benefits and entitlements of staff is outlined in each person's contract with the school.

The school follows the borough's 'Supporting Attendance In Brent Policy and Procedures'.

The Bursar keeps a record of all absences and ensures that all members of staff who have been sick sign a self-certification form. The head teacher makes a decision (with the consent of the staff member) to make a referral to Occupational Health where appropriate.

All staff must report to the Headteacher on their return to work, after any time of sick.

Leave of Absence

Permission from the Headteacher must be obtained beforehand to seek time off work for visits to the dentist, doctor, hospital etc, evidence of the appointment card must be produced.

Unless in an emergency, all appointments should be made outside school hours, or during school holidays.

If a member of staff needs time off to look after a sick child or close relative they should request time from the Headteacher in person.

Requests for leave of absence paid or unpaid, which do not fall into the realm of the LEA policy will not be granted by the Headteacher. Exceptional requests for leave of absence must be made in writing and each case will be dealt with individually at the discretion of the Chair of Governors.

All staff must be punctual, and be on site ready to begin work at the appropriate time. Teaching staff must be at school by 8.45am the latest. Teachers must not leave school before 3.45pm as 3.30pm to 3.45pm is directed time and should be used to supervise uncollected children, tidy classrooms etc.

LONDON BOROUGH OF BRENT RELIGIOUS LEAVE

1. These religious leave provisions apply to all staff within schools, which receive their budget from Brent council, and to all teachers employed by the LEA in central units.
2. The following religious leave shall be offered to all staff, whether teacher or non-teaching.
3.
 - (1) Bar mitzvah – up to 3 days unpaid
 - (2) Jewish Religious Festivals up to 3 days paid
 - (3) Hindu/Muslim/Buddhist/Sikh Festivals up to 3 days paid
 - (4) Christians of the Orthodox Church e.g. Greek Orthodox will be entitled to take a days paid leave on the Orthodox Good Friday when it falls in term time.
4. The figures of 3 days is the entitlement which is required to be offered in any given academic or calendar year, although the employee is not obliged to take it all on the same occasion.
5. The phrase 'upto' means that it is open to the employee taking religious leave to indicate that less than 3 days a year is required in his/her individual case.
6. Where there is a religious requirement to perform a specific act, staff should arrange for this to happen in their own time where at all possible.

7. Employees wishing to take religious leave under these provisions should apply in writing a month in advance confirming that they practice the religion concerned (suggested proforma attached).
8. It is open to the Governing Body with delegated powers to grant paid or unpaid days of religious leave additional to those set above, though any such practice should be codified in the Governing Body's own policy.
9. As regards teaching staff, these provisions should be substituted for the section on religious leave in the Council's 1998 Policy on Special Leave for Teaching Staff.
10. As regards non-teaching staff, these provisions shall constitute an amendment to the council's 1992 Policy on Special Leave.

Signed Chair of Governors 

Dated 27/11/18

This policy will be reviewed in November 2019

