

Staffordshire Model School Attendance Policy

Entrust | May 2015 | V2

HAYES MEADOW ATTENDANCE POLICY

This checklist is based on the Department for Education document ['School Attendance : statutory guidance and departmental advice' October 2014](#)

School Attendance Policies should include reference to the following whilst reflecting your school's own procedures. It is good practice to publish your attendance policy on your school website. Parents or carers will need to be regularly made aware of the terms of your policy – particularly with reference to the use of external agencies and your intended approach to the use of Fixed Penalty Notices or other parental measures to improve attendance. This includes parents/ carers of pupils who join your school roll mid year.

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well being of children including safeguarding, behaviour, bullying, and support for children with medical needs.
- All children should be in school , on time, every day that school is open unless the reason for absence is unavoidable

School Responsibilities :

- We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.

- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities :

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

The importance of good attendance and its link to attainment :

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. [February 22nd 2015 Department of Education](#)). The research is based on data from all schools in England going back several years.
- The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.
- At primary school level, where pupils missing up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve the highest levels in reading, writing or maths tests than those with no absence.

Admissions Register :

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they ;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Attendance data and targets:

The Local Authority does not prescribe individual school targets for attendance or persistent absence. School should include here a realistic but ambitious target for whole school attendance and persistent absence and may want to consider setting targets as part of its equality objectives for pupils with protected characteristics or other disadvantaged or vulnerable groups.

This data included for two terms is available annually for the previous year in October whilst full year data is not available until March of the next year. This two terms data appears in school Raiseonline reports. Full year data is important and provides the full picture of attendance patterns for the school.

State Funded Primary Schools Two terms data (Autumn 2013 and Spring 2014)

	England	Staffordshire	School	Target 2014-15
Overall attendance %	96.1	96.3		
Authorised absence (%)	3.2	3.2		
Unauthorised absence (%)	0.7	0.5		
Persistent Absence % (based on 15 % absence)	2.8	2.4		
Attendance of 4 year olds	94.7	95.3		

State Funded Secondary Schools Two Terms data (Autumn 2013 and Spring 2014)

	England	Staffordshire	School	Target 2014-15
Overall attendance %	94.9	95		
Authorised absence %	3.9	4.2		
Unauthorised absence %	1.2	0.8		
Persistent Absence based on 15%	5.8	6.0		

Definition of persistent absence :

Persistent absentees are defined as those pupils missing around 10% or more of the typical amount of possible sessions across a given period. From September 2015 this definition will change to include pupils missing 10% or more of possible sessions. For the Academic Year 2015-16 only, data will be collected and published nationally for both measures to allow continued comparison.

School Specific Procedures related to :

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

If a child is absent

When a child is absent unexpectedly, the class teacher will record the absence on SIMS, the school office will then endeavour to contact a parent or guardian if no reason has been given.

A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Repeated unauthorised absences

The school will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or carer will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services.

Promotion of Good Attendance

Weekly whole school assembly promoting good attendance. The class with the highest attendance receive a certificate and trophy.

A reward is given each half term for the class with the highest attendance.

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100% attendance certificates each term and each year.

Traffic Light letter are sent home to parents termly.

Monthly and Termly reports are taken from SIMS and analysed by the Office Manager and Head Teacher.

Vulnerable pupils are tracked and monitored.

First day absence calling to parents.

Attendance is promoted through newsletters and website.

All staff are key in promoting attendance and reporting concerns to the Headteacher

Lateness

The school day starts at 8.55am and we expect our children to be arriving on the school premises by this time.

Registers are marked by 9.00am and are closed at 9.25am, children arriving between these times will be marked with an 'L', however children arriving after this time will be marked with a 'U'.

If a child is persistently late, parents will be asked to come into school to meet with the Headteacher.

The school works closely with the local Support Team and Educational Welfare where there is a cause for concern.

Roles and responsibilities:

Sarah Sivieri (Head teacher): Overseeing attendance throughout the whole school. To promote high standards for all pupils so they can reach their full potential. Liaise with outside agencies i.e. EWO with pupil concern, Analysing SIMS attendance reports and tracking trends.

Sarah Clarke (Office Manager): Maintaining SIMS attendance. Overseeing first day calling of absence and reporting concerns to Head teacher. Entering comments onto SIMS register with reason of pupil absence. Collating weekly, monthly and termly attendance reports and analysing reports with head teacher. Issuing traffic light letters to parents on a termly basis. Liaising with EWO and outside agencies over pupil concerns and yearly register inspection with EWO.

Legal Framework :

- The Education Act 1996 ;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011. ;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

Appendices :

- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance –Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers
- Example proformas such as school 'Leave of Absence' request or referral form for support from an external agency
- Example letters such as colour coded letters to parents related to levels of attendance

Signatures and Date of Review :