

# HAYES MEADOW PRIMARY SCHOOL

Be the Best We Can Be



## Attendance Policy

Policy adopted on .....25.01.19.....

Review Date .....25.01.20.....

Signed: Headteacher .....Sarah Sivieri.....

Chair of Governors .....Margaret Wainwright



## **HAYES MEADOW ATTENDANCE POLICY**

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 the 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 22<sup>nd</sup> 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.

### **Elective Home Education :**

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority via [electivehomeeducation@staffordshire.gov.uk](mailto:electivehomeeducation@staffordshire.gov.uk) of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

### **Attendance Monitoring**

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required.

**Authorised** absences are mornings or afternoons away from school for a good reason such as illness, hospital appointment or other unavoidable cause. If dental/medical appointments have to be taken during school time, pupils should attend school before and after appointments when possible.

**Unauthorised** absences are those which the school does not consider reasonable and for which no "leave" has been granted. This includes:

- Parents keeping children off school unnecessarily (including holidays)
- Absences which have not been properly explained
- Children who arrive at school too late to get a mark.

Registers are monitored daily by the Office Manager and weekly by the Head Teacher. Whole school attendance is reported to the Governing Board at least termly. Individual attendance is reported to parents in termly reports and letters.



### **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.

### **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 carers 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 and this may result in a fine being issued.

### **Promotion of Good Attendance**

We have a 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.

Individual 100% attendance certificates each term and each year.

Traffic Light letters 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.

Parents/Carers will be contacted on the first day of absence.

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

### **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' (late), however children arriving after this time will be marked with a 'U' (unauthorised absence).

If a child is persistently late, parents will be asked to come into school to meet with the Head teacher. If a child has 10 days unauthorised absence or is late 10 times over a twelve week period, a penalty warning may be issued and potentially a fine.

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

### **Leave of absence**

Requests for leave of absence must be made in writing (form available on the school website or from the school office) and for holidays to be considered. Authorisation will only be granted in exceptional circumstances, a family holiday is not considered to be an exceptional circumstance All unauthorised holiday will be considered for the issuing of a penalty notice.

### **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 concerns, 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. 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