

CROWLAND PRIMARY SCHOOL



Attendance & Punctuality Policy 2015

Attendance & Punctuality Policy

At Crowland Primary School we seek to ensure that all pupils receive a high quality, full-time, appropriate education in a safe and caring environment to enable all pupils to reach their full potential.

Using a whole school ethos all members of the school community (including parents/carers and pupils) will be involved in encouraging and facilitating full school attendance so that all pupils are able to access all of the opportunities available to them during the primary phase of their education. We believe that children can only learn effectively if they attend school regularly. It is important too that children arrive and leave school on time.

We aim to develop and continue positive and consistent communication between school, home and LA officers.

PRINCIPLES

- The Education Act 1996, section 7 states that, *“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise”*.
- It is important that school staff, pupils, parents and carers value good school attendance and punctuality. Staff and parents/carers should be aware of their rights and responsibilities with regard to the attendance of pupils.

PURPOSE OF THE ATTENDANCE & PUNCTUALITY POLICY

- To improve and maintain levels of attendance and punctuality.
- To make attendance and punctuality a priority for all those associated with the school.
- To minimise disruption to the learning environment caused by lateness and absence and to maximise pupils educational opportunities.
- To develop a framework with defined and agreed roles and responsibilities which provides support, guidance and consistency in the area of school attendance.

GOVERNORS

- Have a legal duty to ensure attendance and punctuality policy is in place
- Will ensure that it is monitored and reviewed each year
- Operate a complaints procedure where they meet with families.

STATUTORY FRAMEWORK

- Section 444 of the Education Act 1996 states that,

'If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'

- The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent or carer does not in itself authorise an absence. Absences will only be authorised by the Head teacher if he/she is satisfied with the validity of the explanation offered for the absence.
- The keeping of accurate registers is required by law. Registration must take place twice each day: once at the beginning of the day, and once during the afternoon.

LA ATTENDANCE PROCEDURES FURTHER ADVICE AND GUIDANCE

RIGHTS AND RESPONSIBILITIES

Improving and maintaining good school attendance is the responsibility of everyone in the school community.

Minutes later per day during school year.	Equals days worth of learning lost in a year.
5 MINUTES	3.4 DAYS
10 MINUTES	6.9 DAYS
15 MINUTES	10.3 DAYS
20 MINUTES	13.8 DAYS
30 MINUTES	20.7 DAYS

Days Absent from school	Lessons/hours of learning lost to absence
1 days absence	5 lessons missed (5 hours)
3 days absence	15 lessons missed (15 hours)
1 weeks absence	25 lessons missed (25 hours)
2 weeks absence	50 lessons missed (50 hours)

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed.
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

1. The Head Teacher/Deputy Head Teacher

- The Head Teacher/Deputy Head Teacher will ensure that manual and electronic registers are kept accurately in accordance with legislation and that electronic registers are updated regularly. See attendance procedures, guidance for schools and services.
- The Head Teacher/Deputy Head Teacher will oversee the authorisation of all absences and where there is any doubt about authorising an absence, the head teacher will clarify this.
- The Head Teacher/Deputy Head Teacher will ensure that an accurate daily record of lateness is kept by use of a late book and that information from the late book is transferred to the manual and electronic registers daily.
- The Head Teacher/Deputy Head Teacher will ensure that the importance of good school attendance and punctuality and the expectations of this are featured in the school information pack and are communicated to parents and carers of pupils at the school regularly.
- The Head teacher/Deputy Head Teacher will send appropriate letters to parents/carers and / or meet with parents/carers if a pupil's absence or punctuality gives cause for concern.
- The Head Teacher/Deputy Head Teacher will ensure that where a pupil's attendance has deteriorated and is within the remit to be referred to the Education Welfare Service, referrals are made promptly in line with LA and DSCF guidance and legislation on the Common Assessment Framework (CAF) form.
- The Head Teacher/Deputy Head Teacher will decide whether to authorise parental requests for leave of absence in term time on a case by case basis, and only in exceptional circumstances. Requests for holidays are not allowed.
- The Head Teacher will designate a member of staff and the Deputy Head to meet regularly with the Education Welfare Officer for the school and to represent the school in meetings regarding attendance with parents and other professionals. This member of staff will be in a position to feedback to the Head teacher appropriately so that strategic decisions may be taken.
- The Head Teacher/Deputy Head Teacher will set challenging attendance targets for the school each academic year informed by analysis of the school's attendance data and in agreement with Local Authority.

2. Class Teacher

- The Class teacher will keep an accurate record of attendance and absence in accordance with LA and DCSF guidance.

- The class teacher will talk to parents as soon as concerns arise about attendance and punctuality concerns and will discuss attendance with parents and carers at parents' evenings.
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- The Class teacher will alert the attendance team to any pupils about whom they have concerns regarding their school attendance and punctuality.
- The class teacher will request reasons for individual absences from pupils/parents/carers.
- The class teacher will take the register at 8.55am to ensure consistency of registration across the school.
- The class teacher will encourage and promote good attendance and punctuality (if possible/in place, through the school / class reward system).

3. Attendance Team

- The Attendance Team consists of the Headteacher, Deputy Headteacher, Jennifer Williams and Victor Boyle Renner
- The Attendance Team will promote good school attendance and punctuality through regular assemblies at school, updating the attendance notice board and highlighting attendance regularly in newsletters.
- The Attendance Team will update attendance and absence data accurately and promptly.
- The Attendance Team will code absences in accordance with the DCSF codes (Appendix 1) in the registers.
- The Attendance Team will record messages left regarding children's absence in the register accordingly, including, where illness is cited as the reason, the nature of the illness.
- The Attendance Team will monitor the late book effectively and will record the time of arrival of pupils, the reason for their late arrival, their name and class.
- The Attendance Team will transfer information from the late book to the registers.
- The Attendance Team will operate First Day Calling / Texting for pupils who are absent from school where a parent/carer has not contacted the school regarding their absence and will keep a log of these text messages and calls.

- The Attendance Team will, if appropriate, use the late gate and late token system to promote the importance of good punctuality.
- The Attendance Team will attempt to make contact with the family through the telephone, in writing or by home visits if pupils leave the school without any notification from their parents/carers or they may fail to return on the agreed date following an extended holiday. If there is an extended absence the school will attempt to make contact with the family through the telephone, in writing or by home visits. If none of these are successful a missing pupil referral form will be sent to the Education Attendance Adviser after the 10th day of absence. Pupils may be removed from roll after four weeks if the EWA and the school are satisfied they have done everything possible to trace the pupil.

4. Education Welfare Service

- Will meet with the school regularly and will discuss open cases, all pupils with attendance of 85% or below and pupils whose attendance is beginning to cause concern.
- Will support the school to identify poor patterns of attendance through data provided by the school, for individual pupils and cohorts of pupils e.g. by gender, ethnicity, year group and at whole school level and help them to implement strategies to address these.
- Will support staff in the development of whole school approaches to maintain and develop excellent attendance and punctuality.
- Will assist those families who are experiencing difficulties with school attendance through offering parenting advice, signposting to other agencies and working within a multi-agency framework.
- Where the school's attempts to improve attendance of individual pupils have failed, the EWS will carry out attendance clinic meetings with parents/carers to alert them to the concerns about poor attendance and of their legal responsibilities prior to them being referred to EWS.
- Will progress all referrals for poor school attendance, in line with the service level agreement, through the fast track to attendance scheme (if appropriate). This will include legal action where necessary.

5. Parents / Carers

- Will be expected to notify the school on the first day of their child's absence.
- Children are supervised in the playground from 8:45am each morning. Children should not arrive before this time. In KS1 parents and carers must stay with their children until the start of the school day.

- Will be expected to avoid making medical / dental appointments during the school day where possible.
- Attendance and punctuality expectations will be included as part of an annual, renewable contract between parents and the school.
- Will be expected to provide copies of appointment cards and letters to the school for absences.
- Will be expected to ensure that their children are prepared for school so that they arrive at school on time every day.
- Will be expected to encourage their children about the importance of attending school and being on time every day.
- Will be expected to apply to the Head teacher using the holiday application form (Appendix 2), for any leave of absence within the school term. Holidays in term time are only agreed in exceptional circumstances.
- Will be expected to contact the school and /or the EWO if they are having trouble ensuring their child's regular attendance at school.
- Will be expected to collect (or arrange to be collected) their child at the end of the school day on time.
- Will be expected to support school systems. If a child is not collected on time they will go to after school club and a fee will be charged. On the rare occasions when a child is not collected by 6pm, then Haringey procedures will be followed and contact will be made with children and families services.

6. Children

- Children will be made aware of the importance of regular and punctual attendance at school.
- Children will be encouraged to talk to a member of school staff if there is anything which makes them feel unhappy at school and could reduce their willingness to attend.

Date of policy: November 2015

APPENDIX 1

Attendance codes for the year 2015/2016	
Code	Description
-	-- Attendance Not Required
#	# - Planned whole or partial school closure
*	* - Not Yet Marked
/	/ - Present
B	B - Educated off site (NOT Dual reg.)
C	C - Other Authorised Circumstances
D	D - Dual registration (attend elsewhere)
E	E - Excluded (no alternative provision)
G	G - Family holiday (NOT agreed)
H	H - Family holiday (agreed)
I	I - Illness (NOT medical or dental)
J	J - Interview
L	L - Late (before registers closed)
M	M - Medical/Dental appointments
N	N - No reason yet provided for absence
O	O - Unauthorised absence
P	P - Approved sporting activity
R	R - Religious observance
S	S - Study leave
T	T - Traveller absence
U	U - Late (after registers closed)
V	V - Educational visit or trip
W	W - Work experience
X	X - Non-compulsory school age absence
Y	Y - Unable to attend due to exceptional circumstances
Z	Z - Pupil not on roll