



STANWICK PRIMARY ACADEMY

Policy Document Name: Attendance Policy

Person(s) Responsible for Document: Mrs Rani Singh

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Signed Mr Chris Hill Chair of Governors

Signed: Mrs Rani Singh Principal

Date Document to be reviewed: February 2021

INTRODUCTION

Regular attendance at school is essential to promote the education of all pupils and it is recognised that there is a definite link between attendance and achievement. The School's positive ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The School will take appropriate action when necessary in order to promote the aims of the policy.

AIMS

- To maximise attendance of all children in order that it be at least 95%.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education Inclusion and Partnership Team for and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

Parents

- Ensure that children attend school regularly (at least 95% of the time).
- Inform us by calling the school by 9.30 am each day giving specific reason why their child is absent and indicating how long they might be away from school.
- When children have been ill, ensure that they return to school as quickly as possible once they are no longer infectious.
- If a child's attendance falls below 90% attend Attendance Surgery Meetings with the Principal and Attendance Manager. To set a target for improvement and a plan of action to support their child's attendance.

Governors

- To set and monitor whole school annual targets with the Principal.
- To evaluate the effectiveness of the Attendance Policy.

Principal and School Attendance Manager

- To ensure that effective systems are in place to accurately reflect individual pupil and group and whole school attendance patterns.
- To monitor individual pupil, group and whole school attendance and punctuality.
- To work in partnership with key agencies if attendance and / or punctuality is an issue.
- To provide Governors with information to enable them to evaluate the success of policy and practice.
- To arrange contact with parents/carers regarding any concerns about their child's attendance.
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

Class Teacher

- To provide an accurate record of the attendance of each child in their class.
- To record the reasons for absence given to them on the appropriate recording sheet.
- To respond promptly to any issue raised in the weekly analysis of registers by Office Staff.
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness or through a temporary exclusion of up to five days.

Office Staff

- To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
- To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
- To contact parents/carers on the first day of their child's absence to establish the reason.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
- To make a judgement in conjunction with the Principal whether an absence is authorised or unauthorised.
- To meet with the Principal and provide updates on current attendance and punctuality.
- To keep detailed records of intervention work with parents and carers on attendance issues.

Education Inclusion and Partnership Team

- To enforce the law regarding school attendance.

Administration

- The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance.
- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are returned to the School Office after the closure of the registration period.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

Absence

Lateness

- Pupils arriving after the register has been closed at 9.00 am, will be considered as late.
- Pupils arriving after 9.00 am must report to the School Office so that their attendance can be recorded.
- Pupils arriving after 9.30 am will be officially absent for the morning session. This will be considered an unauthorised absence unless a satisfactory reason is given, for example a doctor's appointment.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.

Illness

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and where possible on each subsequent day of absence.
- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence. If no reason has been provided for a child's absence by the following Monday school will ask parents for an absence reason. If no reason is provided in writing the absence will be recorded as unauthorised.
- If any member of staff is concerned about a reason for absence, the Vice Principal, Principal or Attendance Manager should be informed.
- Children with diarrhoea and/or vomiting should be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, but if symptoms persist, consult your GP.

Medical or Dental Appointments

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
- Parents/carers are encouraged to make all medical appointments out of school hours where ever possible.

Leave of Absence

- In April 2013, the Government made amendments to the Education (Pupil Registration) (England) Regulations, these came into effect on 1st September 2013. Principals are no longer able to grant leave of absence during term time unless there are 'exceptional circumstances', (for example a family crisis the funeral of a close relative, an entrance exam or an arts performance) Authorisation for term time absence is at the discretion of the Principal and Governors.
- Requests for Leave of Absence must be put in writing to the Principal. A request form is available from the office or on the school's website.
- A leave of absence taken without authorisation may be referred to the Education Inclusion and Partnership Team. This may result in prosecution proceedings, or a Fixed Penalty Notice

Other Absence

- Other absence from school will be considered on an individual basis and a decision will be made to authorise or unauthorise the absence. Any other planned absence must be applied for at least six weeks in advance.

Reporting to Parents and Carers

All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year as an addition to their child's report. The report may contain a comment on the impact of the pupil's attendance during the year.

Rewards

Children who exceed the school attendance target are presented with a certificate at the end of each term (six week period).

A cup will be presented to and retained by the class with the highest attendance on a weekly basis.

Attendance Codes

The following codes will be used to indicate the reason for absence:

L	Late (between 9am and 9.30am or after 9.30am if authorised)
U	Late (after 9.30am – unauthorised absence)
M	Medical – hospital admission, dental, optician, hospital, doctors
C	Other authorised absence, bereavement, family reasons
I	Illness
H	Family Holiday (agreed)
G	Family Holiday (not agreed)
O	Unauthorised absence
E	Excluded
R	Religious Observance
V	Education visit/school trip
P	Approved sporting activity

Monitoring and Evaluation

- Attendance data will be collected and analysed termly to establish patterns of irregular attendance.
- Feedback on attendance figures and the success of the strategies in place to improve pupil attendance will be shared with the rest of the governing body by the Principal.