

Attendance Policy

Rationale

Gladstone Road Primary School recognises that good attendance enables pupils to: benefit from the full range of educational experiences on offer; establish good habits; achieve their potential and make good progress in their learning. The school also recognises that a lively and exciting curriculum which motivates and engages pupils is vital to securing their attendance. The school is vigilant in ascertaining the whereabouts of children absent from school and sees this as part of its duty to promote the safety and welfare of all pupils.

This policy outlines the procedures and strategies to fulfil our school aims and to provide a consistent approach which all staff can follow. It applies to all pupils in school. A separate policy called “Attendance Management Policy” applies to staff.

Aims

- To enable pupils to benefit from education and learning to achieve their potential
- To encourage regular attendance and reduce unauthorised absence and lateness
- To provide a consistent approach to dealing with attendance issues.

Guidelines

1. Completion of registers:

Class teachers register the pupils in their class at the start of morning and afternoon sessions using an electronic registration system. This calculates daily totals including authorised and unauthorised absences.

2. Children arriving after completion of the register are marked late [L] in the register and their names are recorded in the office Late Book giving reasons for their late arrival.

3. Parents are expected to notify the school on the first day of any absence. This information is recorded on the register using the appropriate codes.

4. Children who are absent without explanation

a. On completion of the electronic register the attendance officer monitors all absences. If no explanation for absence has been received the attendance officer contacts the parent/carer by phone or text.

b. The reason for absence or lateness is entered into the individual child’s record of attendance

5. The register is a legal document and must be accurate. It is retained for 3 years

a. Letters from parents, records of telephone messages and holiday authorisation forms are entered into SIMS.

b. These are then filed in the Attendance Office.

6. Class Teachers bring children who are not collected promptly at the end of the day are taken to either the lower or upper school office as appropriate and their names are entered in the Late Book.

7. Office staff supervise the child until collection, record time of departure and monitor the late book. The attendance officer initially raises concerns with parents who frequently arrive late to collect their children. If the situation does not improve the Head teacher and /or the PPSA will meet with parents to improve matters.

8. Any concerns staff have re attendance or lateness should be raised with the head teacher.

9. The head teacher will discuss attendance issues with the pupil support advisor in order to support the family.

10. In serious or persistent absence cases, without a valid explanation, the school education social worker will be asked to investigate. Persistent absence is defined by the DfE as 15% absence.

11. The school will comply with all the Local Authority procedures for children who are missing from Education and will take all steps to ascertain their whereabouts.

12. Children who have been absent for a long period of time due to illness or medical procedures will be reintegrated to school on a phased basis. Arrangements for educational provision will be made following advice from the Attendance and Behaviour service.
13. Children who are absent due to extended leave will also be reintegrated by pairing with another child to re-establish friendship groups. Assessment of their learning needs will be made and where appropriate, provision which may be “additional and different” in order to help them make good progress.
14. Children who are absent due to exclusion will be provided with work to complete at home and the exclusion period will be kept to a minimum. Parents must agree to keep their child out of a public place during schools hours. Failure to comply could result in a fine
15. The Head teacher monitors attendance and applications for leave of absence. This is reported to governors annually.
16. Following changes to “The Education (Pupil Registration) (England) (Amendment) Regulations 2006; no leave of absence will be granted unless there are exceptional circumstances. **No parent or carer can demand leave as of right.**
 - a. Each request for leave of absence must be made in advance, (at least 6 weeks before the leave is to take place) by the parent with whom the child lives.
 - b. Each request is considered individually, taking account the special circumstances and exceptional need to take leave presented by the family.
 - c. If the head teacher considers that leave of absence is to be granted it will be recorded as authorised. However if a parent keeps a child away for longer than was agreed, any extra time is regarded as unauthorised.
 - d. Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school then a penalty notice may be issued.
 - e. Each parent may be fined per child. From September 1st, 2013 parents will pay £60 if paid within 21 days of the notice or £120 if they pay within 28 days.

The school may delete from the roll a pupil who fails to return within 20 school days of the agreed return date, unless there is good reason for continued absence, and only with the permission of the LA. School will make every effort to ascertain the whereabouts of a pupil before deletion from the school roll.

Encouraging regular attendance

- The school plans an exciting curriculum with visits, visitors and learning experiences which make learning irresistible and children want to come to school.
- Certificates for full attendance are given at the end of each term. At the end of the school year, certificates are given and names are published in the School Newsletter.
- The attendance mascot – MAC (Make Attendance Count) is awarded to the class with the best attendance on a weekly basis. Each child receives a sticker
- A class with 100% attendance for the week also receives a certificate to display.
- Money is saved in the class “piggy bank” and used to purchase a treat at the end of the year. Each class starts with 50p per day and 10p is deducted for each absent child.
- A notice board in the playground and lobby displays attendance information for parents and visitors.
- Attendance figures are reported to parents in their child’s Annual School Report.
- Targets for attendance are agreed by the Head teacher, Governors and School Improvement Partner and published to parents in a newsletter.
- Parents are reminded of the law with regard to attendance and the consequences of poor attendance
- The attendance officer monitors attendance, reports to governors / head teacher and meets with the PPSA and Parents to improve attendance

The application of this policy will be reviewed formally every three years unless legislation changes
 Next review June 2016

Anne Swift – Head teacher