

Clifton Primary School



Attendance Policy

Autumn 2020

Rationale

Clifton Primary School recognises that many conditions encourage good attendance. The purpose of this policy is to identify effective working practices and responsibilities which will influence school rates of attendance. As we work hard to raise standards, we need to communicate the premise that we cannot teach children if they are not in school, so this will affect their progress. Good attendance and punctuality are the responsibility of all parties involved in the school.

Aims

Our aim is to make Clifton a school where children want to attend by providing a quality of experience for them to enjoy. Staff in school will work to make children, parents, carers and representatives of outside agencies feel welcome and comfortable. To ensure parents encourage their children to achieve 100% attendance in order to continue to progress, develop, achieve the best results they can and reach their full potential at school.

Key Points

- Registered pupils of compulsory school age are required by law to be in school;
- The school expects regular attendance, even when we recognise the problems of individual families and children;
- Lateness is actively discouraged;
- Parents need to accept that the school will not authorise family holidays in term time. Only in exceptional circumstances will the school authorise a holiday. All requests for holidays must be made in writing to the Executive Headteacher or Head of School.
- Even where absence is authorised, the school will be alert to emerging patterns of absence which may seriously disrupt continuity of learning;
- Parents need to accept the school does not have to authorise any absence if it does not feel it should be.
- The school uses many reward and recognition techniques and systems to encourage a high level of attendance throughout the school.

Responsibilities

The Governing Body will:

- Be vigilant in the monitoring of attendance statistics and understand how they influence school improvement planning;
- Ensure that the senior leadership team of the school monitors attendance figures and employs a range of strategies which will influence improved attendance;
- Make clear to parents the impact of good attendance on achievement;

The Senior Leadership Team will:

- Monitor attendance statistics and establish strategies which will have a positive influence on raising standards;
- Work with children/families where attendance/punctuality is a problem to offer or provide support where necessary;
- Reward children for high levels of attendance;
- Include attendance updates in the **monthly** newsletter

Class Teachers will:

- Be aware of punctuality/attendance patterns of children in their classes and bring issues to the attention of the Executive Headteacher or Head of School;
- Be sensitive where there may be family issues which influence attendance at school;
- Record attendance and absence as laid down in this policy
- Reward children for high levels of attendance;

- Encourage Teaching Assistants to support assigned individual to achieve better attendance

The Community & Safeguarding Co-ordinator:

- Work with children and families with an attendance problem
- Support children who find coming to school or arriving at school on time difficult
- Offer support to parents and children through school where needed
- Spend time in the playground and be there for any parents to talk to if they are having attendance issues
- Work with the community and outside services to support parents where help is needed
- Work with the community and outside services to support parents where help is needed
- Have a sympathetic and understanding approach to problems that may affect attendance
- Liaise with Child Protection Officer when concerns arise
- Keep Headteacher, teachers and teaching assistants up to date with attendance issues

The School Office Manager will:

- Liaise with the Education Welfare Service under the direction of the headteacher to review attendance patterns and take action via letters, home visits or court proceedings
- Work with the community and outside services to support parents where help is needed
- Have a sympathetic and understanding approach to problems that may affect attendance
- Liaise with Child Protection Officer when concerns arise
- Keep Headteacher, teachers and teaching assistants up to date with attendance issues

The Administration Assisstant:

- Record attendance on a weekly, half termly, termly and annual basis.
- Monitor weekly absences and forward report to ST, SR, MW and EH
- Encourage parents to inform school on first day of absence
- Make first day absence calls to those that have not contacted school
- Work with the community and outside services to support parents where help is needed
- Ensure telephone numbers are up to date in order for the school to be able to contact parents and maintain good communication and Ellie
- Maintain attendance displays so children can see progress
- Have a sympathetic and understanding approach to problems that may affect attendance
- Ensure all morning and afternoon registers are filled in correctly and amending where needed
- Record on SIMS reasons for absences where known
- Scan and attach all attendance letters, medical evidence and appointment letters to individual students
- Liaise with Child Protection Officer when concerns arise
- Keep Headteacher, teachers and teaching assistants up to date with attendance issues
- Ensure FS1 pupils' part time sessions are recorded on SIMS correctly

Parents will:

- Ensure their child attends school and arrives on time every day.
- Understand the importance of attendance and punctuality;
- Inform the school as soon as they can when a child is absent
- Inform the school as soon as they can when a child has an appointment, what time their child will be collected/returned at and provide evidence of the appointment where possible.
- Respond to requests from the Headteacher to discuss issues regarding attendance or punctuality
- Avoid appointments during school hours
- Provide medical evidence when requested by the school

Children will:

- Understand the importance of good attendance and punctuality;
- Be personally organised so that they are ready for the beginning of the school session.
- Speak to the Community and Safeguarding Coordinator, Teacher, Teaching Assistant or Class Attendance Ambassador about any concerns they have regarding their attendance.
- If elected, fulfil their role as an Attendance Ambassador to their full potential and set a positive example with good attendance.

Working Practices**Registration**

Correct and consistent registration of attendance is important for monitoring and health and safety reasons. It enables us to know which children are in school should the building need to be evacuated. It also provides information about attendance and punctuality patterns.

Registration will take place as soon as possible at the beginning of the morning and afternoon sessions. Registers will be done on SIMS in the classrooms and then saved so the Administration Assistant can follow up absences.

Registers will close 20 minutes after the start of the session. Children who arrive after registration has begun will be signed in on the Inventory system and the Admin Assistant will write the marks over to SIMS.. The Administration Assistant will contact parents who have not notified the school of children's absence on the first day of absence to ascertain a reason for absence and also to remind parents of their responsibility to inform the school.

The symbols listed in Appendix A must be used for marking attendance and absence. Registers must be kept accurately as they may be used in evidence in court.

Dealing with Pupil Absence

Correct registration of pupil absence is important for monitoring and safety purposes.

Messages taken regarding absence must be recorded in the pupil absence diary and will be recorded on SIMS. Any unexplained absences will be followed up in the same day and reasons for absence sought. Any information regarding absence must be forwarded to the teachers.

Procedures:

1st Day absence – Admin Assistant to make contact with parent, if the pupil is vulnerable this will be passed to the Child Protection Coordinator

2nd Day absence – If no contact has been made on the second day of absence, Admin Assistant will log this on CPOMS, EH, OT, ST, MW, SR and Class Teacher

3rd absence – If no contact has been made, SR to make a home visit to the pupil
If no contact has been made then the CME procedure will be followed.

Attendance and absence is entered onto the Attendance Module of SIMS. Accurate figures can be compiled regarding the absence of individuals or groups of children within long and short periods of time.

The Headteacher monitors attendance/absence weekly to provide an overview, half-termly and termly. Parents of children with intermittent or unexplained absence will be contacted by the Community Safeguarding Coordinator. Children with less than 90% attendance over a term are also closely monitored. Initially this is likely to be pursued with parents informally and improvement monitored.

Specific groups – eg. Travellers, Children in Public Care and Asylum Seekers/Refugees are regarded as vulnerable groups.

Parents can be prosecuted under the Education Act of 1996 for failing to ensure their child's attendance at school with the following exceptions:

- The pupil was absent with permission from an authorised person in the school;
- The pupil was ill or prevented from attending by an unavoidable cause;
- The absence occurred on a day exclusively set aside for religious observance by the religious group to which the family belongs;
- A family bereavement requires a child to attend a funeral or associated event;
- Where a child has been temporarily excluded from school
- Where a child is being dual-educated offsite

Holidays in Term Time

In accordance with LA guidance these are not authorised. Parents will be reminded of this through admission meetings and the school newsletter. Only in exceptional circumstances will the school authorise a holiday. All requests for holidays must be made in writing to the Executive Headteacher or Head of School. Families taking their children out of school during term time will be asked to reconsider. If children are still taken out of school despite being encouraged not to they may receive a fine which will be processed by the School Office Manager.

Dealing with Pupil Lateness

The school is currently operating staggered start times for pupils in line with the cOVID 19 Risk Assessment, so start times may vary by class.

School starts at 8.55am. The school doors open at 8.45am to allow children a gradual start to the school day and school gates are locked at 8.55am. Late comers must enter the school through the reception door. Children can attend the schools breakfast club which starts at 8.00am and can register until 8.20am. Children who attend breakfast club will be taken to class at 8.45am.

The Admin Team will record on the Inventory system the names of all pupils who are late, noting how many minutes late they are, year group and reason given. The parents of pupils who are frequently late are sent a letter on a half termly basis.

Teachers will need to check that when a child has arrived late, they have registered with the Admin Office and mark on their SIMS registers how many minutes late they are.

Where pupils arrive after registers close at 9.15am and no reasonable explanation is given, they will be marked as an unauthorised absence for that session. Reasons for lateness or absence can be sensitively explored.

Rewarding Attendance

Attendance certificates and prizes are awarded for the below and this will be organised by The Office Manager and Administration Assistant in liaison with SLT:

- Perfect attendance for half-term. Children will receive a certificate.

- Perfect attendance for a whole term. Children will receive a certificate and also receive a reward.
- Perfect attendance for a whole year. These children will receive a certificate and also a reward of greater value than the termly reward and will be entered into a prize draw. These children will also be entered into a prize draw for a family prize.
- Improved attendance. Based on percentage compared to previous year. Children will receive a certificate and will be entered into a prize draw.
- Each week a special mention will be awarded to all classes with attendance of over **96%**. Termly targets for classes will be set. Where attendance is a problem for an individual, targets for improvement will be used to provide motivation and encouragement.
- Classes with attendance over 96% receive money vouchers which they save up to spend on outdoor and adventurous activities chosen by the children, which they cost out for themselves and save up for.
- Children assigned to a Teaching Assistant are encouraged daily with stickers for better attendance or punctuality.
- Most improved child year on year. Pupil/family will receive a voucher.

Communications

Communications with parents/carers must always be handled sensitively, whether by letter or face to face. If a problem is identified and cannot be resolved by the Community and Safeguarding Coordinator, the Executive Headteacher or Head of School will decide which course of action to take.

Monitoring & Evaluation of the Policy

This policy was written with reference to the current statutory regulations regarding attendance at school. It has been approved by the Governing Body and will be reviewed annually.