



Attendance Policy

Rationale

Regular attendance and punctual arrival in school is critical to a successful education. The damage and disruption caused by poor attendance and lateness affects not only the individual child but also affects other children and the teaching taking place. We believe in these statements implicitly and as a result, attendance is analysed daily.

The school has made a concerted effort to improve attendance over a number of years. A number of initiatives have been implemented to raise the profile of attendance and punctuality in the school community.

The school has been delighted with the improvements in attendance particularly in 2016-2017 and strives to secure further improvement.

We will continue to work in partnership with the school community in maintaining the high profile of attendance and will continue to celebrate the achievements that are made both individually and on a whole school level.

Aims

The school aims

- to continue the high profile of attendance and punctuality in the school community
- to ensure that all parents, carers and children continue to know the importance of attending school and being punctual
- to ensure children are in school at 9am unless ill
- to promote the importance of parents and carers informing the school (or the school making contact) of reasons for absences
- to continue to decrease the levels of absences at Barlby Primary School
- to continue to decrease the levels of unauthorised absences at Barlby Primary School

Governor, Staff and Parental Responsibility

Role of the Governing Body

Governors will:

- Have a legal duty to ensure that school registers are kept in accordance with regulations
- Ensure that attendance procedures, practices and details are recorded on the school website

Role of the Headteacher

The Head-teacher will:

- Ensure registers are kept up to date and in accordance with legal requirements
- Monitor attendance and punctuality figures on a daily (where feasible)/weekly basis
- Ensure attendance details are sent to the Local Education Authority
- Ensure letters are sent to parents re: attendance issues (e.g.: absence letters, letters to parents where there are concerns over attendance and punctuality, new school year letters where there have been concerns over attendance and punctuality)
- Ensure that attendance details are reported in individual children's Annual Reports each year
- Refer to ACE where there are concerns over the attendance or punctuality of a child
- Provide attendance information if requested in a court of law as evidence in a prosecution for non-attendance
- Provide attendance information to governors when required
- Keep governors updated on attendance issues in relation to ethnicity, gender and PPG

Role of the Class Teacher

The class teacher will:

- Support in promoting good attendance initiatives
- Ensure registers are kept up to date and in accordance with legal requirements
- Late children/parents should be communicated to the office
- Ensure all notes received to explain absences are sent to the office
- Inform the Headteacher if they are not satisfied by the reasons given for an absence

Role of the Administration Staff

Administration staff will:

Maintain electronic attendance records

- Ensure registers are kept up to date and in accordance with legal requirements
- Will enter late and times for children who report to the office.
- Telephone parents and carers (wherever telephone numbers are available) on the day of a child's absence to check reason for absence.
- Inform the Headteacher if they are not satisfied by the reasons given for an absence
- Complete attendance and punctuality figures on a daily & weekly basis
- Send attendance details to the Local Education Authority
- Ensure letters are sent to parents re: attendance issues (e.g.: absence letters, letters to parents where there are concerns over attendance and punctuality, new school year letters where there have been concerns over attendance and punctuality
- Issue absence and late letters at the back of registers
- Request that parents/carers complete exceptional leave forms for planned absence eg. a family funeral
- Request appointment/cards when these are cited as reasons for absence

Role of Parents and Carers

Parents and Carers will:

- Understand the legal responsibility they have to ensure that their child attends school regularly and punctually
- Ensure their child is in school at 9am and absent only if ill (open registration starts at 8.45am)
- Inform the school of the reason for their child's absence by either phoning the school office on the day of absence or completing an absence letter on their child's return to school
- Ensure that appointments with doctors, dentists, etc are made outside school hours

Organisation

Authorised Absences

The following are types of absences which the school treat as authorised:

- Illness, Medical and Dental Appointments
- Religious Observance
- Excluded from school
- Work Experience
- Receiving education off-site (Including school journey)
- Interviews or visits to new schools eg. secondary transfer
- Bereavement
- Respite care

The Headteacher will make a decision on authorising an absence based on his knowledge of the family and current attendance pattern.

See Registers and LEA School Attendance Policy for further details on each of the above reasons.

Holidays during Term Time

The school does not authorise term time absence. Letters are sent out each term to remind parents and carers of the school's expectations.

No leave of absence for holidays will be granted for children during term time.

Removing Children from the Admissions Register

The school follows the legal regulations for the removal of a child from the register.

If a child is to be taken off the admissions register because the child is moving to another area or school, the school will contact the named school to confirm the move before removing them from the register. The administrative staff will obtain the child's UPN number and transfer records accordingly.

If a child has not returned to school for more than ten days and the school has followed normal procedures for finding out information on the child's whereabouts, the school will contact the Education Welfare Service and follow advice provided.

Procedures to Support and Encourage Attendance and Punctuality

The school has many procedures to support and encourage attendance and punctuality.

These include:

- Information about the importance of attendance and being punctual included in newsletters.
- Phone calls to parents to find reasons for absences.
- Extended holidays during Term Time Letters
- Attendance Awards including a trip to Chessington World of Adventures for 100% attendees and the best attending classes.
- Use of social media to promote excellent attendance

School wide incentive of an 'In to Win' party or termly event for good attendance.

Monitoring Policy and Practice

Monitoring of Attendance practice and the implementation of the policy will be completed with reference to both specific and measurable indicators. For example, weekly class attendance figures, number of certificates awarded for classes for attendance and punctuality, number of certificates awarded to individual children for termly perfect punctuality and attendance, etc. Monitoring of attendance issues will also be completed on grounds of gender, ethnicity and PPG.

Reviewed: Spring 2018

Review Date: Spring 2019