

Hindley J & I School



Attendance Policy

Written: September 2015

_____ Signed on behalf of the school _____ date

_____ Signed on behalf of the governors _____ date

POLICY FOR ATTENDANCE

INTRODUCTION

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Hindley J and I takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment, and impedes the child's ability to develop friendship groups within school. This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school.

AIM

The policy will aim to raise and maintain levels of attendance by:

- Raising awareness of the importance of good attendance;
- Ensuring that attendance is monitored effectively;
- Ensuring reasons for absences are recorded promptly and consistently.

PARENTAL RESPONSIBILITY

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law. Every effort should be made to arrange medical appointments outside of school hours. Where this is not possible an appointment card must be obtained by the parent and shown to the office staff.

It is the parents' responsibility to contact the school on the first day their child is absent.

This is a safeguarding matter so that all parties know that your child is safe.

SCHOOL PROCEDURES FOR RECORDING AND MONITORING ATTENDANCE

The register is a legal document and as such should be treated with care and accuracy.

- The class teacher will take a register (using a blue or black pen) recording who is present and absent from school at **8.55am**;
- At **9.00am** the register is taken to the school office;
- Any late pupils should then enter school through the main entrance;
- If any pupil arrives late the office staff will ask the parent to sign a 'lates book' that records the name, time and reason for lateness. If a child arrives unaccompanied by a parent, the office staff will complete the record asking the pupil to offer a reason;

- The pupil will then be given a 'Late Pass' to hand to the class teacher, this informs the class teacher that the pupil has been accounted for in the Late Book in the event of a fire.
- All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations;
- The register officially closes at **10.30am** and any pupil arriving after this will be marked as an unauthorised late for the session. Unless they have had an appointment e.g. medical;
- During the morning the absences from that morning and the previous afternoon will be recorded onto the electronic registration system and all the present pupils marked present;
- The offered reasons for any lates from the previous day or any absences will be assessed and the appropriate code entered into the system. The register is returned back to the class teacher before the start of the afternoon session and the register is again taken at **1.15 p.m.**

ABSENCE

- On the first day of absence the parent/carer **MUST** telephone the school;
- If we have not received any message by 10.30am, the Administration Officer will ring any parent/carer to find out why a child is absent from school;
- On the child's return to school the parent/carer **MUST** provide the school with a letter to explain the absence;
- School will send a reminder note to parents/carers if a letter is not received;
- If a child has a pre-arranged medical appointment a note should be sent to the school prior to the day of absence.

MONITORING

- The class teacher informally monitors the attendance of pupils in their class and notes any patterns relating to absence or punctuality;
- Class teachers will notify the School Business Manager and/or the Learning Mentor with any concerns regarding pupil attendance;
- The School Business Manager and the Learning Mentor will review attendance of all pupils identified as a cause for concern, or less than 90% attendance, on a weekly basis;
- A letter is sent out to parents of pupils with less than 90% attendance explaining that we are monitoring their child's attendance;
- If attendance does not improve an 'informal' meeting is arranged with parents, the School Business Manager and Learning Mentor, to enable school to share its concerns and offer support to resolve any problems that might be impeding a child from attending;
- The pupil's attendance will be closely monitored and if after a four week period there appears to be no improvement the parents of the pupil will be invited to attend a formal meeting with the School Business Manager and the Learning Mentor;

- If the parent/carer does not attend the meeting or after such a meeting the attendance of the pupil does not improve a formal referral to the Gateway service will be made.
- Teachers also track attendance through Assertive Mentoring every term. Pupils are tracked in line with school's policy. It is discussed with pupils during their pupil-teacher conferences.
- Concerns over attendance will also be discussed at Pupil Progress meetings.

REPORTS

- The electronic registration system provides many reports and information that assists the school to monitor attendance;
- These reports will be accessed when relevant and provide information to assist the school strategically to manage attendance issues;
- The school issues a copy to parents/carers of the individual pupil attendance report on a termly basis.

HOLIDAYS

- **From Monday 17th September 2012 Hindley J and I the Governors will no longer give permission for the authorisation of school holidays during term time.**
- Unauthorised holidays taken, may result in the issue of an Education Penalty Notice.

STRATEGIES USED TO PROMOTE GOOD ATTENDANCE AND PUNCTUALITY

- Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they can succeed;
- Pupil attendance figures will be published with the annual academic reports;
- Pupil attendance reports are sent out to parents on a termly basis;
- Positive verbal reinforcement is given to pupils who have been absent from school for a period of time via a 'Return to School' meeting between the pupil and the Attendance Officers;
- The 'Attendance Trophy' is awarded for the Best Class Attendance on a weekly basis;
- Class percentages are displayed on a weekly basis on the Attendance Display Board and the winning class wins a treat each term;
- Individual pens awarded for 100% attendance on a termly basis;
- Individual prizes awarded on a yearly basis for 100% attendance;
- Specific pupils are targeted where attendance is a cause for concern and invited to the 'Every Day Counts Club' which meets once a week;
- The 'Passport Scheme' is introduced following successful completion of the 'Every Day Counts Club' to maintain and improve attendance;
- The SBM and LM will hold a 'Late Gate' every half term to promote and improve punctuality;

- Behaviour and attitude is reviewed as part of the Assertive Mentoring approach. Attendance is tracked termly in line with school's policy. The SBM provides class teachers with each child's overall percentage and a colour coded judgement is recorded on the tracker (located in their Assertive Mentoring file).
- Attendance and Punctuality are discussed with pupils at their pupil – teacher conferences as well as parents as part of Parents' Evenings.
- Specific pupils are targeted where punctuality is a cause for concern and invited to the 'Right on Time' Club to maintain and improve punctuality.

MISSING CHILD

When a pupil has ceased to attend Hindley J and I without providing a valid explanation the School Administration staff undertake the following procedure. They will:

- Check possible whereabouts with staff and pupils;
- Attempt to contact parent e.g. first day calling, text, email;
- Write to parents;
- Make contact with any relevant agencies e.g. social care.

If having completed these checks the child's whereabouts remains unknown, the school contacts Gateway Services who carry out further investigations.

School will refer to the policy 'Children Missing Education' for guidance.