



Attendance Policy

Reviewed: June 2016

Review: June 2018

POLICY FOR ATTENDANCE

- All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.
- To meet these objectives Rose Green Infant School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

AIMS OF THIS POLICY

1. To improve the overall percentage of pupils at school by -
 - Applying the Whole School Attendance Policy consistently.
 - Establishing and maintaining a high profile for attendance and punctuality.
 - Relating attendance issues directly to the school's values, ethos and curriculum.
 - Monitoring progress in attendance measurable outcomes.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors by -
 - Using the staff/school handbook prospectus or DfE's literature.
 - Producing annual reports to parents/governors.
 - Holding induction Reception Year meetings for parents.
 - Producing newsletters.
 - Displaying materials at focal points - corridors and classrooms etc.
 - Discussing attendance issues in Education Welfare Officer meetings.
 - Introducing award systems, including stickers and certificates.
 - We will only authorise family holidays in term time if there are exceptional circumstances.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks by -
 - Maintaining unambiguous procedures for statutory registration.
 - Making a phone call on first day of absence by school secretary.
 - Ensuring clearly defined late registration procedures.

- Responding swiftly to lateness.
- Clearly defining the roles and responsibilities within the school staffing structure.
- Having clear procedures prior to referral to Education Welfare Officer.
- Reviewing attendance regularly.

4. To provide support, advice and guidance to parents and pupils by -

- Highlighting attendance in:
 - PSHCE
 - Assemblies
 - Making use of available resources
- Setting aside time for parents to speak to staff.
- Seeking improved communication with parents e.g. when parents ring in.
- Providing accurate and up-to-date contact information for parents.
- Involving parents from earliest stage.

5. To develop a systematic approach to gathering and analysing attendance related data by-

- Being consistent in the collection and provision of information.
- Deciding what information, if any, is provided for:
 - governors
 - other school staff
 - parents
 - pupils (individual or groups)
 - Education Welfare Service
- Identifying developing patterns of irregular attendance and lateness.

6. To further develop positive and consistent communication between home and school by -

- Initiating first day absence contact.
- Making full use of computer generated letters.
- Promoting expectation of absence letters/phone calls from parents.
- Exploring the wide range of opportunities for parental partnerships (see Aim 2).
- Providing information in a user-friendly way.
- Encouraging all parents into school.

7. To implement a system of rewards by implementing the following -

- Every child who has 100% attendance each month will be given a special 100% attendance sticker.
- Every child who has 100% attendance at the end of the year will be given a book/small gift in the Celebration/Star badge assembly.

- At the end of every month, the class with the highest percentage attendance will be presented with a certificate during the Celebration/Star badge assembly and a trophy to keep for the month.
 - At the end of every half term the class with the highest percentage attendance will be presented with a certificate during the Celebration/Star badge assembly and a trophy to keep for the half-term.
8. To promote effective partnerships with the Education Welfare Service and with other services and agencies by -
- Designating key staff for liaison with Education Welfare Officer and other agencies.
 - Scheduling termly meetings with the Education Welfare Officer.
 - Arranging multi-agency liaison meetings as appropriate.
 - Establishing and maintaining a list of named contacts within the local community e.g. community police contact officer.
 - Following up medical queries etc., with School Nurse/Doctor and any other relevant agencies.
 - Encouraging active involvement of other services and agencies in the life of the school.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence by -
- Being sensitive to the individual needs and circumstances of returning pupils.
 - Involving/informing all staff in reintegration process.
 - Providing opportunities for counselling and feedback.
 - Considering peer support and mentoring.
 - Involving parents as far as possible.
 - Agreeing timescale for review of reintegration plan.
 - Including Education Welfare Officer, parents and pupil in reintegration plan.

Agreed by Governing body on

Appendix 1

Guidance on Absence Requests

Page 2 of leaflet given to parents who request an absence from school

- 1 **Parents DO NOT have an automatic right to take a child from school for holiday purposes. Please see back page for additional information.**
- 2 Absence during term time should be the **exception** and not the rule. Each Headteacher has the discretion to authorise or unauthorise each individual request in relation to the Governing Body's Policy on attendance, which is published on our school web site.
- 3 If you request an absence form you will be required to make an appointment with the Headteacher to discuss why your request is exceptional before the request is considered.
- 4 If a child is kept away for longer than the period agreed, the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as unauthorised absence.
- 5 **Unauthorised holidays may be liable to a Fixed Penalty Notice from the Education Welfare Service. A fixed Penalty Notice applies for 10 or more unauthorised absence (5 school days). If paid within 28 days £60 per parent per child, after which it goes up to £120 per parent per child.**

- | |
|--|
| <p>6 Schools are not legally required to provide homework for a child absent on a family holiday during term time.</p> <p>7 All unauthorised absences will be recorded on the child's annual report and may be investigated by the Educational Welfare Officer on monitoring visits to the school.</p> |
|--|

- **Exceptional circumstances may be that a parent is in the police or armed forces and has been directed to take leave at a certain time.**
- **It may be that the family is experiencing a life threatening or emergency situation in the family.**