

Littledean C of E Primary School

Attendance Policy

'People with time for Children'

1. Introduction

Poor attendance disadvantages children. Whilst 100% attendance is the ideal situation for any school to aspire to, clearly there are many factors such as genuine illness which prevent this. 100% attendance, where it occurs, is "excellent". On the other hand attendance which falls below 90%, where a child is known to be in reasonable health and there are no other extenuating circumstances, is poor and should give cause for concern.

2. Registers

Teachers are required to complete the register at the beginning of each session every day. Registers should be returned to the office after completion at the end of the registration period at the beginning of the morning session (9.00am) but retained in the classroom during the afternoon. Any child who arrives after 8.45 a.m. is late and should enter the school by the door adjacent to the office and report to the Attendance Officer. The time the child arrives is entered in the late book.

When there is an absence the teacher should mark a circle in the register, the reason for absence will be completed by the Attendance Officer on receipt of a message or letter from the parent. Any notes received from parents should be sent to the office where they are held on file. A list of symbols used to explain absences is detailed in the DfE publication School Attendance – Statutory Guidance and departmental advice dated August 2013 which is held in the school office.

Where there is a definite pattern of non-attendance or where the explanation for absence is unsatisfactory then absence cannot be authorised even with a message from a parent.

Attendance Officer will enter absences noted in the registers onto the SIMS system daily.

3. Procedures

Registers are kept accurately by all teaching staff and sent to the office daily; Absence letters are sent to the office on a daily basis and held on file by the Attendance Officer;

- If a parent has not called the office to explain an absence by 9.15 a.m. the Attendance Officer will call home to find out the reason for the child's absence;
- Absence letters are checked against registers which are coded appropriately;
- Attendance Officer sends an absence letter to any parent who has not sent a written or verbal response to explain the reason for a child's absence;
- The SIMS system is updated daily;
- A late book is kept in the office and lateness must be recorded by a member of staff
- The School Business Manager checks absence reports termly (6) and reports potential problems to the Head teacher:
- Any concerns noted on a more regular basis are notified to the Head Teacher by the Attendance Officer
- The Head Teacher contacts parents by letter or face to face if she is concerned either by the pattern of absence or lateness;
- Failure to improve on this position will result in the parents being requested to attend an AIM (Attendance Improvement Meeting)
- Certificates are issued termly for 100% attendance and special awards will be given at the end of the year for excellent attendance throughout the year.

4. Roles and Responsibilities

Parents

Parents have the responsibility to ensure that their child attends school regularly and on time. They should inform the school as soon as possible of any reason for their child's absence and provide a note on his/her return. Medical appointments ie Doctor, Dentist should be made out of school time where practical.

Amendments to 'The Education (Pupil Registration) (England) Regulations 2006' remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

All requests for absences must be made in writing to the head teacher within a reasonable timescale. All requests will be reviewed on an individual basis, taking into account current and previous attendance data and family circumstances. Where families are visiting from abroad a maximum of two days leave of absence will be granted.

Class Teachers

Class teachers have initial responsibility for expecting good attendance and punctuality from the children in their class and for keeping registers accurately. Class teachers should send the register to the office every morning at the end of the registration period (9.00am) along with any absence letters supplied by parents. Any child who arrives late should not be admitted by the classroom door but should be directed to enter the building by the door adjacent to the office.

Attendance Officer

The Attendance Officer is responsible for the daily collection and safe-keeping of registers every morning and for returning them to class teachers via their trays. Any absences that have not been notified to the school by 9.15 a.m. should be followed up with a phone call from the Attendance Officer.

They are responsible for holding copies of absence letters on file. It is also the responsibility of the Attendance Officer to send absence letters to parents where there are any absences that have not been explained to the school.

If there are any pupils whose attendance causes concern then the Head teacher should be informed immediately. Any noticeable patterns in absence should also be notified to the Head teacher.

The School Business Manager will complete returns detailing absences to the Local Authority and the DfE.

Head teacher

The Head teacher will monitor attendance every term. The lateness book will also be monitored on a regular basis. If there any pupils who are causing concern their parents will be contacted by letter. If there is not a noticeable improvement then the parents will be invited to attend an AIM with the Head teacher to discuss the problem. It may be possible that a child who is reluctant to come to school may have genuine reasons for not wanting to attend which would need to be investigated and acted upon.

If attendance does not improve significantly the Head teacher will seek advice from the Education Entitlement and Inclusion (EE&I) team

The Head Teacher should report attendance figures to the Governing Body each term through the Head teacher's report.

The Head teacher will ensure that absence returns for the Local Education Authority and the DfES are completed accurately and meet deadlines.

Governing Body

The Governing Body monitors the attendance figures each term through the Head teacher's report.

Reviewed June 2014

Recommended by Curriculum Committee – 10/6/2014

Approved by Governing Body – 10th October 2014