

ATTENDANCE POLICY

Rationale

This policy has been written to promote good attendance in school and also to formalize the procedures if a child's attendance is causing concern.

Aims

At Holley Park Primary School we aim that our children

- Are tolerant, sensitive and understanding, showing respect for the rights, views and property of others.
- Develop a responsible and independent attitude towards their work and towards their role in society.
- Achieve their full potential in terms of academic achievement, aesthetic appreciation and spiritual awareness.

All members of the school community work towards the school aims by:-

- Valuing children as individuals and respecting their rights, values and beliefs.
- Fostering and promoting good relationships and a sense of belonging to the school community
- Providing a well ordered environment in which all are aware of behavioural expectations and are supported to meet these expectations.
- Offering equal opportunities in all aspects of school life and recognizing the importance of different cultures.
- Encouraging, praising and positively reinforcing good relationships, behaviour and attitudes.
- Working as a team to encourage and support each other.

As a school we aim for an attendance rate of 95% to help all children achieve their full potential as we recognise that this can be only achieved by maximising the number of sessions children attend school.

Objectives

- To ensure rigorous systems for recording attendance in school are maintained.
- To formalise the analysis of attendance data to be used for action planning.
- To formalise the rewards used to recognise good attendance.
- Identify and clarify the role of parents in promoting good attendance.
- To set out triggers at which formal monitoring of attendance will be initiated.
- To set out triggers and procedures to deal with non attendance at school.
- To ensure the welfare and safety of all children in school.

Recording Attendance Data

Records of attendance are recorded at the beginning of the morning and afternoon sessions. Registers must always be marked with a pencil. It is the responsibility of the class teacher to count the number of children attending on a daily basis. Absences are recorded and authorized by either the office staff or class teacher depending on whom the parents contact. Records of children coming into school late are kept in the office.

If there is no reason for the absence given either verbally or by letter then contact will be made on the first day by Mrs. Dodd. If by the second day we still haven't received any contact we will again try contacting the parent. On the third day if still no contact made we

will contact the LA to carry out a home visit. This procedure will be reviewed on an individual basis (child at risk). Detailed records are kept for specific children who have poor attendance punctuality that provide evidence for non attendance procedures.

Holiday forms are also sent to the office. 10 school days holiday may be taken as authorised absence during any school year as long as it is authorised by the Head Teacher in accordance with Governor's approval and not taken during Key Stage 2 SATSs week in which case this would be marked as unauthorised absence. Holidays above 10 school days will not be authorised.

On a Friday Mrs. Dodd runs a report for all attendances less than 95% and follows up any concerns.

Attendance Data

Attendance data in school is used to:-

- Reward children for good attendance
- Track children with poor patterns of attendance or punctuality, with the aim of improving attendance and where necessary inviting parents/carers to school for formalised discussions regarding their children's attendance.
- Reported termly to the governing body, LA and annually to the DFES for publication. School attendance figures are published in the league tables, school prospectus and annual governors' report to parents .

Rewarding Good Attendance

Good attendance in school is rewarded in the following ways:

- Weekly award for the class with the best attendance
- Termly award for children with full attendance
- An annual prize by the school and Every School Day Counts for full attendance over the year.

Working with Parents

Parents will be told of the importance of good attendance at all induction meetings and through the school prospectus and regular reminders in newsletters. At these times they will be reminded to telephone school on the first day of any absence or if this is not possible by letter on a child's return.

Parents, who persistently keep children at home, are on the attendance monitoring register or find getting children to school difficult will be offered the support of the ADO, a worker from Every School Day Counts or the Headteacher.

Children who are absent from school without first day notification will be challenged by first a telephone call where possible or a senior member of staff will follow up to ensure child's safety. Those children whose absences are a real concern, will be reported to the LA's monitoring team who in turn will report back to school their findings after contact with parents.

Formal Monitoring

Formal monitoring of attendance may be triggered by the following:-

- Attendance falling below 90% in either a given term or over an academic year.

- A pattern of broken attendance e.g. frequently missing a particular day or lessons, that gives a pattern of 4 broken weeks in any 10.

A decision to move into formal monitoring will be taken by the head teacher in association with class teachers. Parents will be informed with a letter of concern if their child moves into these procedures. In this letter will be given the name and telephone number of the ADO whom parents may contact for support.

Formal Non Attendance Procedures

If after a period of formal monitoring and support attendance does not improve a decision will be made by the headteacher and ESW as part of their regular discussions to move into non attendance procedures. At this point the ESW will visit the family home to explain the procedures to the parents and to offer support to them.

- **Stage 1**

Parents will receive a formal letter of concern. A copy of this letter will be given to the ADO for their records. Further monitoring will take place to see if attendance improves or if there is a genuine reason for absence such as illness. If attendance does not improve then the pupil will move to Stage 2.

- **Stage 2**

At this stage a referral is made to the school governors who may make the decision to interview the parents and the pupil. At this meeting the school will present a report and a proforma will be completed by the school and ADO. At this stage a decision will be made to either move to Stage 3 immediately or monitor attendance for a further period.

- **Stage 3**

At this stage will be an appointment with a senior member of the ADO service who will use a script to ensure there is consistency throughout the procedure. The referral will be made by presenting the interviewer with the updated proforma which will then be returned to the ADO with brief notes and one of the following recommendations:

- move to Stage 4 immediately
- attendance should be monitored for a short period to see if attendance improves
- advise if the level of unauthorised absence is enough for a referral to the School Attendance Panel and possible prosecution of the parents

At this stage it is not seen as appropriate to offer parents more than two appointments.

- **Stage 4**

If there is still no satisfactory improvement in attendance a formal letter will be sent inviting the parents and child to appear before the School Attendance Panel. They will be asked to explain why attendance is not satisfactory. The panel will work to a strict timetable and make recommendations – see LEA guidelines. It is at this stage that a recommendation can be made to prosecute the parents.

Children Missing from Education

Where children have been identified as being missing from education the school will follow the procedures set out by the Local Authority and immediately inform the attendance team. If the child is subject to a Care or Protection Plan Children's Services Social Care Team will be informed.

Safeguarding

In the rare incidents where a child's absence from school triggers child protection concerns then 2 members of staff will do a home visit to ascertain if children are not at risk of significant harm. If concerns still remain then Social Care will be informed immediately through appropriate child protection procedures (see Safeguarding Policy) and staff will decide whether police involvement is necessary.

Monitoring

This policy will be presented to staff and governors for annual review and will form part of the children's pastoral care procedures, achievement records, inclusion and safeguarding policy.