

Attendance Policy

Introduction

We believe it is important that regular attendance at school maximises a child's achievement and attainment. This policy provides guidance to staff and parents in order to ensure that absences are minimised where appropriate and enable us to understand the reasons for absence and its impact on the individual and the school as a whole.

Aim:

We aim to encourage and assist all pupils to achieve the highest levels of attendance and punctuality in order to maximise their achievement and attainment at school. We believe pupils will want to attend regularly if they are in an environment where:

- Pupils are supported in reaching their full potential in order that they can attain at the highest possible level.
- Everyone is valued, praised and rewarded.
- Positive relationships are promoted.
- Everyone has the right to feel safe.
- The curriculum will be identified to reflect the interests and needs of the pupils ensuring engagement and enjoyment in their learning.
- Lessons are well planned, resourced and imaginative which meet pupil's differential and learning styles.
- There is an expectation that good attendance is key to success.
- The monitoring and evaluating of individual attendance patterns supports the learning of individuals.

Roles and responsibilities of staff, pupils and parents:

- **Pupils** are expected to attend regularly;
- **Parents/carers** are responsible for ensuring that their child attends school regularly, properly equipped and in a fit condition to learn. In the case of illness they should contact the school before 9.30am on the first day of absence to inform the school of the reason for the absence (the school will make the decision as to whether the absence is authorised); they should avoid, if possible, making medical or dental appointments during school hours and not take holidays in term-time;
- **School Attendance Leaders** (Paul Stanyard Headteacher and Billie Chandhar – Administration Assistant). Guidance on the role and responsibility of an attendance leader is given in **Appendix 1**;
- **Class teacher**. The class teacher will ensure that the daily register is taken; where appropriate they will communicate and liaise with parents regarding absenteeism; in liaison with the Education Welfare Officer (EWO) and Office Administrator help to monitor attendance targets that may have been set.

Strategies for Promoting Good Attendance.

As part of the reward system and general ethos of the school, we encourage good attendance by praise and reward. Listed below are some of the successful individual strategies we use:

- Parents/carers reminded regularly via school newsletters, parents' evenings of the importance of regular attendance.
- Work with Education Welfare Service to provide creative school award schemes when appropriate.
- Effective working practices and procedures with Education Welfare Service and other agencies.
- Attendance as an agenda item at every governors meeting as part of the head teacher's report to Governors.
- Use of Parenting Contracts in liaison with the EWO to provide support to parents to improve attendance.
- Supportive re-integration procedures following long term absence.

Registration Procedures.

- The school opens at 8.45 am for a 8.55am start.
- Class teachers mark the registers– this must be done using ink – within the first 10 minutes (8.55am – 9.05am).
- Registers are sent to the office as soon as completed.
- The school gate onto the playground is closed at 8.55am.
- Children arriving after this time must enter via the main reception area and be recorded on the appropriate form.
- Registers are 'closed' at 9.25am – any child arriving after this time will be recorded as being late after registration.
- The register is taken again in the afternoon.
- If a child has to be taken out of school in between registration periods they must be signed out using the appropriate form at the school office. When coming into school in between registration periods, the child must be signed in via the school office.
- The register codes that must be used are shown below:

/\ Present (am and pm respectively)

B Educated off site (NOT Dual registration)

C Other authorised circumstances (not covered by another appropriate code/description)

D Dual registration (i.e. pupil attending other establishment)

E Excluded (No alternative provision made)

G Family Holiday (NOT agreed or days in excess of agreement)

H Family Holiday (agreed)

I Illness (NOT medical or dental etc. appointments)

L Late (before registers closed)

M Medical/Dental appointments

N No reason yet provided for absence

O Unauthorised Absence (not covered by any other code/description)

P Approved sporting activity

R Religious observance

S Study leave

T Traveller absence

U Late (after registration closed)

V Educational visit or trip

X Untimetabled sessions for non-compulsory school-age pupils

Y Enforced closure

Z Pupil not on roll

School closed to pupils

Authorising Absence.

It is the school's decision to authorise absence in accordance with DfE guidance and parents must gain the permission of the headteacher for any absence during term time.

At Camestone School, we work closely with the Education Welfare Officer who monitors absences. Unauthorised absences will be notified to the EWO who will take follow up action as appropriate.

We follow the guidance provided by the DfE with regard to holidays taken during term time. Parents have a responsibility to ensure that their child(ren) receive a full education. Holidays of up to 10 days duration taken during school time are only authorised by the Headteacher under exceptional circumstances. Applications for such a request must be made in writing within the prescribed time scale. (see appendix 2)

Procedures for identifying and following up absence.

Absences will be monitored in the following ways:

- A first response contact will be made with parents/carers on the first day of absence if no reason for the absence is received by 9.30am. If the absentee is a pupil about whom there are already concerns, the office staff will make every effort to contact the parent/carer immediately.
- If a pupil is persistently or intermittently absent, the school, in liaison with the EWO, will write to the parents/carers and invite them into school for a pre-referral meeting to discuss any possible issues.
- Half termly analyses to determine patterns/trends, leading to appropriate actions being taken by the school and/or EWO.
- Timely referrals to the EWO of attendance concerns e.g. regular patterns of absence; long periods of absence; unauthorised absences.
- Involve other agencies to support pupils, parents/carers.
- The use of Penalty Notices to parents (via the EWO) for unauthorised absences.

How the attendance policy will be monitored.

The policy will be monitored in the following ways:

- Annual attendance targets agreed with the Education Welfare Service and attainment towards the target monitored regularly throughout the year with named EWO.
- Consultation on aspects of the policy, where appropriate.
- The Headteacher will report on attendance data to the Governing Body at each Full Governing Body meeting.

The policy will be reviewed every two years by the Governing Body.

Signed

Date

APPENDIX 1

SCHOOL ATTENDANCE LEADER ROLE AND RESPONSIBILITIES

- To ensure that attendance data is accurate, analysed and reported to the senior leadership team and governing body on a termly basis. This should include commentary on the trajectory and the school target.
- To ensure accurate attendance returns are made to the DfE within the stipulated time frame.
- To ensure that attendance data is reported to pupils, parents, governors and staff on a regular basis.
- To encourage a positive and proactive ethos within the school where attendance is prioritised, promoted and embedded in school policies, plans, practices and processes.
- To enable members of the school community to understand the impact of high attendance and actively promote the involvement of all parties to improve and obtain high levels and attendance.
- Provide a strategic overview of attendance by utilising data to inform attendance practice; prioritise resources and activities which will raise achievement and prevent disaffection.
- To provide a strategic overview of the input and impact of external support services to the school which promote attendance and assist the school to meet attendance targets and outcomes in a co-ordinated approach.
- To ensure that the roles and responsibilities of all those involved in the school community are actively communicated and understood.
- To ensure that the school has an attendance policy which has been agreed with key stakeholders and is regularly revised.
- Where attendance needs to improve to co-ordinate an action plan for improvement and evaluate the impact of actions taken.
- To agree and establish a system of data collection and analysis which as a minimum should include:
 - Attendance data at authorised and unauthorised level.
 - Pupil profiling of the percentage of pupils' attendance levels.
 - Links between attainment and attendance.
 - Reasons for absence.
 - Outcomes of attendance strategies used by the school.
- To review the available data and report to the governing body. Discuss key issues with teaching staff to inform planning, teaching and learning strategy, celebrate success and address poor performance.
- To ensure the school have a range of strategies, which are consistently applied to promote whole school attendance and provide a staged response to improve attendance levels of pupils. This should include clear agreed criteria for the involvement/referral to support agencies.
- To act as the conduit for attendance related information between the school, Children's Services/LA attendance leader and the DfE.
- To facilitate the knowledge of school staff in relation to attendance through networking with other schools and promoting good practice.
- To manage the school's communications in relation to attendance with pupils, parents and key stakeholders.

APPENDIX 2

Leave of Absence including Family Holidays

Request Form



Dear Parents and Carers,

Good attendance is essential for children to make progress in their learning. Government policy over recent years has focused on the impact of term time holidays on children's education. Head teachers are only permitted to authorise absences from school in exceptional circumstances.

It is important to carefully consider the implications of taking your child out of school during term time. There are 190 statutory school days a year, so there are 175 other days (weekends and school holidays) available which would not have a negative effect on your child's education.

You may be asked to attend a meeting to discuss how you will help your child to catch up with the missing hours of education lost (50 hours for 10 days leave of absence).

As a Parent or Carer you should complete this form at least 4 weeks before the date you want the period of absence to start.

Child's full name:			
Date of Birth:	Year Group:		
Date of first day off school:	Date returning to school:		
Number of days requested:	Details of siblings attending another school:		
Please give details of any exceptional circumstances as to why you are making this request:			
Signed:	Print:	Parent/Carer	Date:
Authorised <input type="checkbox"/>	Unauthorised <input type="checkbox"/>	Signed:	Mr P Stanyard – Headteacher

Please Note: Camestone School Governors have decided that from September 2018 holiday absences which have not been agreed will be marked as unauthorised absences and will be referred to the Local Authority for consideration of a Penalty Notice or other action.