

# Marfleet Primary School

## Attendance Policy



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## Aims

- Treat pupils, staff and visitors with respect;
- Incorporate and promote the values behind the school motto; Learn, Laugh, Live in all we do;
- Instill a sense of self-worth and value in every pupil;
- Encourage pupil participation in the planning and the running of our school wherever possible;
- Encourage, challenge and support every person to achieve his or her potential.

## Statement of policy

The school believes that every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for ensuring that attendance is seen as a crucial aspect of learning and that attendance rates are extremely high. We believe that good attendance should be rewarded and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

## Statement of Policy Review

The governing body has agreed that this policy will be reviewed on a three yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be JANUARY 2018.

## Responsibilities

Parents are responsible in law for ensuring the regular and punctual attendance of their children. Parents should work closely with the school staff to overcome any problems which may affect a child's attendance.

The school will encourage and value high attendance rates. The school will recognise the external factors which influence pupil attendance and will work in partnership with parents, the Educational Welfare Service and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance by defining expectations with pupils and their parents and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

## Procedures

### 1. Registration

Registration will be carried out electronically at 9.00a.m in classes and at 1.00p.m. Pupils arriving after these times, but before registration closes at 9.10a.m and 1.10p.m respectively, will be coded 'L' for late. Any pupils arriving after 9.15a.m/1.15p.m will be coded with a 'U' this means they are in school but will not have their attendance for that morning due to arriving when the registers have closed. Pupils arriving late must report to the school office.

## 2. Absences

All absences will be recorded as either authorised or unauthorised. Should any explanation for an absence not be received by 9.30a.m first day calls will be carried out. If we have not received an explanation by 10.00a.m, it will be referred to the Education Welfare Officer who will then carry out a home visit.

If an explanation received is deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as, parent appointments, slept in, birthdays or unable to get your child to school).

The school office must be aware of the absence not the class teacher. Any written notes/medical evidence should be provided to the school office not the child's class teacher. A record of absence will be placed on the pupil's electronic file and will remain there until they leave the school.

## 3. Lateness

Pupils who arrive late must present at the school office to ensure they have received a mark. They must not be admitted to class until doing so for health and safety reasons. They must also give a reason for the late, this will be recorded electronically along with the amount of minutes the pupil is late. The Education Welfare Officer regularly inspects the late register and analyse the data.

## 4. Term-Time Holidays

Under new Government rules that came into effect on 1 September 2013 the Headteacher no longer has the discretion to grant leave of absence during term time unless there are exceptional circumstances.

All requests for holiday leave of absence within term time will be refused and classes as 'unauthorised'. It will only be in exceptional circumstances that this may be reviewed e.g. a parent in the forces and no leave due during school holiday or extreme family crisis. The availability of cheaper holidays or a family wedding will not be considered exceptional circumstances.

A request must be made in advance in writing by the parent/carer with whom the child normally lives. Please be aware that there is every possibility that the Local Authority may issue a penalty notice for any unauthorised absence due to holidays.

## 5. Staff Roles

### Class Teacher

- Provide a good example by always being punctual to registration;
- Carry out electronic registration in the prescribed manner;
- Ensure that pupils who are late have signed in at the school office
- Ensure that all notes/messages are passed on the school office by 9.10a.m

### Educational Welfare Officer

- Monitor attendance on a regular basis, setting targets for improvement as appropriate;
- Review registers and attendance and punctuality figures on a weekly basis;
- Regularly put attendance onto the agenda of staff meetings;
- Ensure that the contact is made with parents of poor attendees;
- Monitor persistent absence (PA) and respond when PA figure for individuals decline;

- Pupils with significantly high attendance will receive a badge termly;
- Produce half termly Year Group attendance reports;
- Produce absence letters to parents;
- Produce letters to parents of children whose attendance is a concern in line with 3 letter system;

#### Headteacher

- Set annual school target with CMT
- Ensure that whole school attendance policy is implemented (and regularly reviewed);
- Ensure that the policy is communicated to pupils, staff, parents and governors;
- Ensure detailed attendance data is regularly collected and used to inform strategic planning on attendance matters;
- Report to governors on attendance matters;
- Monitor work done to manage attendance by HOHs

#### Attendance Assistant/Office Staff

- Process registers/Absence;
- Keep record of children signing out;
- Record telephone absences;
- Administer first day calling system;
- Highlight problems to staff when necessary; (look for patterns in attendance and report to EWO)

#### 6. Communication

The school's Attendance Policy will be communicated through:

- The home-school agreement;
- Regular newsletter items;
- Guidance and advise in the staff handbook;
- School Website;

#### 7. Strategies for dealing with attendance

- A percentage of attendance will appear on each pupil's report;
- Electronic and/or first day response calling will be used;
- Standard letters home asking for reasons for absence will be used where no reasons are provided;
- Standard letters, sent termly will be used where attendance is a concern in liaison with the EWO;
- Systematic checking of attendance of specific pupils selected because of previous history, or whose attendance gives cause for concern;
- Persistent absence (PA) figures will be monitored;