

Abbey Lane Primary School



Attendance Policy & Procedures

Reviewed: September 2022
M Stafford

Policy Statement

Good attendance and punctuality are vital if pupils are to achieve their maximum potential. Abbey Lane Primary School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

The young child, however, is dependant upon the adults in his/her life to get them to school regularly and to time. So the focus in both Foundation Stage and Key Stage 1 programmes is to establish good habits and work with parent/carers to improve attendance. In Key Stage 2 we continue to work with parent/carers and start to develop "self" responsibility in the children. The school operates within a framework of local schools, including the linked secondary school.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parent/carers.

The school's attendance target for 2022/23 is 97.4%

Aims of the Policy

- Clear procedures' encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality.
- Ensuring parent/carer and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality.
- Ensuring all teaching staff, non-teaching staff and governors understand the procedures.
- The commitment to allocate resources to support the policy.
- Addressing attendance and inclusion issues in the curriculum.
- To recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year.

Partnership

What the school expects of our pupils

- That pupils attend regularly, on time and ready to learn.
- To report to the office should they arrive after registration time.
- To tell a member of staff if there is any problem which may prevent them from attending school.

What the school expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day.
- To contact school on the first day their child is absent for any reason.
- To arrange medical and dental appointments out of the school times whenever possible, and to obtain an Authorised Absence Pass from the school if unavoidable.
- To arrange holidays out of school time whenever possible. Further guidance is offered under the section Exceptional Leave during Term Time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school.

- To provide a note, signed by the parent/carer, when the child returns to school explaining the reason for absence. This will be filed and may be produced if requested by officers of the Attendance and Inclusion Service.

What parents/carers and pupils can expect from the school

- A broad, balanced education that is dependant on regular attendance at school.
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards.
- Efficient and accurate recording and monitoring of attendance.
- First day contact with parents/carers when absence is unexplained.
- Prompt action when a problem has been identified.
- Liaison with officers from the Local Authority to assist and support families where needed.
- Regular communication with parents/carers.

Procedures

Registers are a legal document. Great care must be taken to ensure registers are marked neatly and accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures.

Registration

- Registration takes place each morning at 8.45am for all pupils and each afternoon at 12:30pm for FS2 and KS1 pupils, 1:30pm for KS2 pupils.
- Pupils are collected from the school yard by staff and escorted into their classroom for afternoon registration.
- Class teachers will enter a present mark (/) in the register for each pupil present and an absent mark (0) for any pupil that is absent. Any notes will be kept in a file until the end of term and be made available to officers from the Attendance and Inclusion Service where appropriate.

Responding to lateness

- Pupils arriving in the classroom after registers have been returned to the office are deemed to be late (10 minutes after the start of the session)
- The pupil will enter the school via the main entrance after 8.45am and 12:30/1:30pm
- Parents/carers will be contacted by school if their child is late more than 5 times in one half term
- Late letter 1 will be sent after 5 late marks in one half term
- If lateness persists the Head will follow the matter up with the Attendance and Inclusion service.
- All attendance data is shared with the governors in the termly Headteacher's report

Responding to absence- criteria for referral to the Attendance and Inclusion Service

- Home/school contact has not prompted an improvement in attendance
- Patterns of absence
- Poor overall attendance (e.g. below 90%)
- Each half term a review of individual pupil attendance takes place. Any pupil showing an attendance of below 90% for the last half term is discussed and, if appropriate, a referral form is completed by the school and passed to the Attendance and Inclusion Service.
- If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with

members of staff, the Attendance and Inclusion Service or other professionals if deemed appropriate.

- When a pupil has not attended for 10 school days without authorisation the school has a statutory responsibility to inform the Attendance and Inclusion Service.

Children Missing from Education

Maxine Stafford is the nominated member of the school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures.

Children in Public Care

Sheryl Winslow is the co-ordinator who liaises with the Children and Young People's Directorate Looked After Children Team. Looked After Children (CLA) will be set up as an Attendance Group on SIMS and their individual attendance will be checked each half term.

Roles and Responsibilities

Governors

- Maintain an overview of attendance through reports provided by the Headteacher report
- Attend School Attendance Panels as necessary

Headteacher

- Has overall responsibility for attendance within the school
- Maintains an overview of attendance and manages the day to day implementation of attendance plans and strategies
- Provides advice and support to school staff regarding attendance and punctuality issues
- Liaises with relevant bodies to set whole school attendance targets and implement attendance strategies
- Works with the Deputy Head to implement targets, review statistics and amend the policy as necessary
- Works with other schools and agencies to promote attendance and punctuality within the locality
- Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education.

Class Teachers

- Accurately mark registers using appropriate codes and return to the school office promptly following registration
- Attach any notes received to the register for the attention of office staff
- Report to appropriate staff any issues or problems which may affect the attendance or punctuality of a pupil
- Promote good attendance and punctuality within the classroom and the school

Office Staff

- Receive, update and maintain accurate class registers
- Maintain SIMS attendance database and update on a weekly basis
- Provide reports from SIMS to governors, Headteacher, other school staff and LA officers as requested
- Provide relevant information to the LA officers making contact with families regarding attendance and punctuality

- Record notes and update records on daily absences
- Contact parents as appropriate to determine the reasons for pupil absence

Attendance and Inclusion Officers (A&IOs)

- Liaise with the Headteacher, school staff and LA officers to promote good attendance and punctuality within school and the wider community
- Support the Headteacher to produce, review and action the school's attendance plan and policy
- Support the school to develop whole school strategies relating to attendance and inclusion. Offering advice, analysis and monitoring of attendance issues
- Work closely with school staff regarding the pupil concerns list, discuss and agree appropriate courses of action when necessary, including prosecution procedures as appropriate
- Maintain, review and analyse attendance information, statistics and reports

Authorising Absences

Only the Headteacher may authorise absences. Even when a parent/carer provides explanation of absence the school will decide whether to accept the explanation and authorise the absence.

Absence may be authorised if:

- The pupil is too ill to attend school
- The pupil is prevented from attending by an unavoidable cause (at the discretion of the Headteacher) and dependent on the pupil's past attendance record
- The pupil is absent on a day set aside for religious observance by the religious body to which the pupil's parent/carer belongs
- The pupil is the child of Traveller parents who temporarily leave the area giving reasonable indication of their intention to return
- There is a close family bereavement
- The pupil has a LA licence to take part in a public performance and the school has granted leave of absence

Absence will not be authorised if:

- The parent/carer has not given prior notice of the intended absence
- If the requested absence is during the first 2 weeks in September
- If the requested absence is for a Y2 or Y6 child during the month of May (SATs)
- No explanation is offered by the parent/carer
- The school is not satisfied with an explanation offered
- The pupil is staying home to look after parents, siblings or the home
- The pupil is absent on special occasions e.g. birthdays
- The reasons given do not meet the criteria for special or exceptional circumstances as laid out in the 'Exceptional Leave During Time Term Policy'.
- The pupil is absent unnecessarily e.g. taken shopping, for a haircut

Please see the 'Exceptional Leave During Time Term Policy' for further information.