



High Green
Primary School

Attendance Policy

Rationale

High Green Primary School is committed to promoting good attendance to ensure that all pupils are able to achieve their full potential both academically and socially.

Regular attendance and good punctuality are vital to the educational achievement and personal development of the child. Only pupils who attend regularly can fully benefit from the academic, personal and social opportunities which are offered to them within the aims of High Green Primary School.

- Only 30% of pupils with attendance of 90% and below achieve good outcomes.
- 90% of pupils with attendance of 96% or more achieve good outcomes.

Aims

- ✓ To encourage all pupils to achieve their maximum potential.
- ✓ To raise awareness of the importance of attendance and its impact on progress and attainment.
- ✓ To recognise and reward pupils who achieve more than 97% attendance during the school year.
- ✓ To give additional and special recognition to pupils who achieve 100% attendance
- ✓ To encourage parents/carers to play a vital role in supporting the school and encouraging their child to reach good attendance levels.
- ✓ To monitor and track pupils' attendance and punctuality through effective systems.
- ✓ To utilise this information to support the school and parents to improve attendance.
- ✓ To address poor attendance through clear, consistent and effective procedures.

The Legal Position (Section 444 of the Education Act 1996)

- Parents must ensure that children of compulsory school age, who are registered at a school, attend regularly.
- The Sheffield Children and Young People & Families (CYPF) must provide a school place to parents who wish their child to be educated at school.
- The school must complete attendance registers at the beginning of the morning and afternoon sessions.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

EXPECTATIONS

What parents/carers and pupils can expect of the school:

- ✓ A broad, balanced education that is dependent upon regular attendance at school.
- ✓ The encouragement and promotion of good attendance through assemblies and rewards. Book vouchers are presented to each child achieving 100% each term.
- ✓ Regular monitoring and accurate recording of attendance.
- ✓ Prompt action to be taken where problems are identified.
- ✓ Close liaison with external agencies where appropriate to assist and support pupils and their families.

- ✓ Regular communication with parents/carers.
- ✓ Attendance information is included in each child's personal Organiser.
- ✓ Attendance Policy available via the school website
- ✓ On Line reporting to allow all parents to access up to date attendance information.
- ✓ The school works within the framework of the Sheffield City Council "School Guidance for the management of Attendance".

What the school expects of our pupils:

- ✓ To attend regularly and on time, ready to learn.
- ✓ To be prepared for the day with any appropriate equipment e.g. PE kit, school uniform and appropriate clothing for visits etc.
- ✓ To report to the school office, should they arrive after the official registration time.
- ✓ To work towards a target of at least 97% attendance.

What the school expects of parents/carers:

- ✓ It is vitally important that parents are actively involved in promoting good attendance and fulfil their legal parental responsibility by ensuring their children attend school regularly.
- ✓ Parents are encouraged to make contact with school to discuss any issues that are or could be impacting on their child's attendance.
- ✓ To ensure their child arrives on time and is well prepared for the day.
- ✓ To make routine appointments out of school hours and, in the case of unavoidable emergency appointments, to obtain an authorised absence pass from the school office for any appointments during school time. It is the parent's responsibility to provide evidence of the appointment in order for the absence to be authorised (the appointment letter or card should be shown to the office to be photocopied for school records).
- ✓ To take holidays in school holiday time. Term time holidays will be classed as unauthorised holidays (marked as code G in the register). In line with the Sheffield City Council policy for "Exceptional Leave during Term Time", if parents choose to take their child on holiday in term time, they may be issued with a fixed penalty notice (a fine).
- ✓ To understand that HT's no longer have the option to authorise term time holidays unless exceptional circumstance can be applied.
- ✓ To report any absences to the school office by 9.30am each day via the telephone or website. *It is a legal requirement of parents to inform school of a child's absence on the first day and the third day if the absence continues.*

Term Time Leave

All requests for term time leave must be made to the Head Teacher on the Term Time Leave Request Form, available from the school office or website. A return date must be provided and a prompt return is essential.

Only in exceptional circumstances will leave be authorised. For further guidance on exceptional circumstances please refer to the policy on 'Exceptional Leave during Term Time'. This can be found on the school website under the policy section.

Unauthorised absence may result in prosecution.

If queries are raised about holidays, parents may be asked to provide evidence of the days taken e.g. flight tickets or accommodation receipts.

If the school has reason to believe a term time leave has been taken without request, it is the parent's responsibility to prove otherwise. (Doctors appointment card, proof of medication etc.)

The school will monitor and record attendance using the following registration system:

Children will be collected from the playground at 8.50am by their teacher or TA.

Registers are taken in class at 8.55am. Class teachers will enter a present mark. (/) Any child who is not present when the register is taken by the class teacher will be marked as being absent (N) until a reason is provided for their late arrival, or school have been notified of the reason for the absence.

Any child arriving after 8.55am must report to the office, providing a reason for their late arrival. They will be marked as being late (L). After 9.30am, any child arriving late will be marked as 'late after registers close' (U), unless proof of a medical appointment is presented to the school office.

Afternoon registration is at 1.00pm.

Electronic Registers are used by all classes, with fire registers being kept for each class by the school office.

The school will respond to lateness in the following ways:

Persistent lateness is discussed with parents at parent / teacher consultation meetings, prior to a referral being made to external agencies where appropriate to assist and support pupils and their families in arriving at school on time.

Children may be required to make up lost time due to lateness. This will take place at break time. (KS2 pupils only).

Dealing with absence

Attendance will be monitored to achieve the school target of 97%.

Attendance below 97% will be closely monitored by school. If attendance continues to fall, parents may be asked to provide medical evidence to support unexplained absences.

Attendance falling below 93% will result in a written notification to parents to bring this to their attention and offer support if it is felt necessary.

Attendance below 90% will be closely monitored by school and the LA, through MAST (Multi Agency Support Team). Parents may be invited to a professionals meeting to discuss the reasons for continued absence. The aim of this will be to identify any issues and provide support to ensure the child's attendance improves.

Attendance below 90% may be subject to prosecution.

Parents are required to contact the school on the first day of their child's absence, either by telephone or email via the website, stating the reason for absence and the expected date of return.

If an absence continues, parents are request to contact the school office again on the third day.

If the children's absence has already been highlighted as a cause for concern, the parents may be asked to provide medical evidence to support the absence.

As a safeguarding precaution, telephone contact is made with parents/carers of any pupils who are absent where school has not been provided with a reason for absence. This is made on the morning of the absence by 9.30am. This may be earlier for children who are allowed to walk to school on their own.

Absence will only be authorised when a satisfactory reason has been provided by the parent or carer.

In cases where parents have been asked to provide medical evidence for absence, this should be taken to the office in order for the absence to be authorised. (See 'The school's response to poor attendance', below)

Home contact will be made by the school if several days absences remain unauthorised. If this is unsuccessful then the case may be referred to the Local Authority, where 'Child Missing from Education' procedures may commence. (See 'The school's response to poor attendance', below)

The school's response to poor attendance

Attendance is monitored regularly by school staff and MAST.

Where there is a concern over a child's absence, initial communication is made with the parents and appropriate support is offered. This may be by written notification, telephone conversation or during an arranged meeting.

Where attendance is seen as a concern e.g. if the trend is not improving, support from MAST (Multi Agency Support Team) may be requested.

Parents will be informed if attendance drops below 93%. This may be via a conversation with the HT, a letter and end of term registration certificate.

Where persistent non-attendance continues to be an issue, parents may be asked to provide evidence of attendance at all medical appointments.

Where there is no improvement in attendance, a referral will be made to MAST (Multi Agency Support Team)

In cases where a child's non-attendance constitutes a safeguarding concern, this will be reported to Social Care professionals.

Each case will be dealt with depending on needs and circumstances.

Roles & Responsibilities

Governors

- ❖ Maintain an overview of attendance through reports by the HT and the LA via the HT report.
- ❖ Have a named governor with responsibility for attendance.

Head Teacher

- ❖ Has overall responsibility for attendance within the school
- ❖ Has responsibility for reviewing and updating the Attendance Policy in line with local/national changes.
- ❖ Provides advice and support to school staff regarding attendance and punctuality issues
- ❖ Liaises with the named Governor and LA
- ❖ Works with colleagues to implement targets, review statistics and amend the policy as necessary
- ❖ Works with other schools and agencies to promote attendance and punctuality within the Family of Schools
- ❖ Has responsibility for monitoring the progress of children Looked After by the LA
- ❖ Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education.
- ❖ The School has been given authorisation from the Child Missing in Education (CME) Team to remove a child from role when the child has been continuously absent for a period of not less than 20 school days, absence has been unauthorised and both the school and local authority have been unable, after reasonable enquiries, to ascertain where the child is.

Class Teacher

- ❖ Accurately mark registers using appropriate codes, in line with Education (Pupil Registration) Regulations 2006
- ❖ Ensure Office staff receive notes from parents promptly.
- ❖ Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a pupil
- ❖ Promote good attendance and punctuality within the classroom and the school.
- ❖ Share any concerns over attendance with HT and/or Business Manager.

Clerical Officer

- ❖ Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2006
- ❖ Maintain SIMS attendance database.
- ❖ Ensure correct codes are allocated for absences.
- ❖ Where a specific need has been highlighted, ensure medical evidence is requested and followed up.
- ❖ Keep an updated list of children walking to school on their own, ensuring they receive a contact call in case of absence before 9.15am.
- ❖ Provide reports from SIMS to the governors each term (behaviour & Well Being Committee)
- ❖ Provide weekly reports to HT, for discussion at weekly meetings (Business Manager and HT) to identify vulnerable children (falling attendance) and agree course of action.
- ❖ Provide relevant information to LA officers making contact with families regarding attendance and punctuality.
- ❖ Have responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education.
- ❖ Have responsibility for ensuring parents/carers have access to accurate information and appropriate forms

- ❖ Have responsibility for ensuring requests for term time leave are dealt with in a timely and effective manner in line with the school policy on attendance.

Business Manager

- ❖ Through effective line management and support of Clerical Officer, ensure attendance is closely and carefully monitored.
- ❖ Meet weekly with the HT to review attendance for each class and pupil. Agree action for any attendance concerns.
- ❖ Prepare requests for a penalty notice to be made to the LA.

Multi Agency Support Team – Attendance

- ❖ Liaise with staff in school and other offices of the LA to promote good attendance and punctuality within the school, Family of Schools and wider community
- ❖ Support the school to develop whole school strategies relating to attendance and inclusion. Offering advice, analysis and monitoring of attendance issues
- ❖ Work with school staff regarding the pupil concerns list, discuss and agree appropriate courses of action when necessary, including prosecution procedures as appropriate.

Additional information can be found at:

High Green Primary School website; www.highgreenprimary.co.uk

Sheffield City Council; www.sheffield.gov.uk/attend

The Education (Pupil Registration) Regulations 2006
<http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>

Education Act 1996

<http://www.legislation.gov.uk/ukpga/1996/56/content>

This policy will be reviewed annual.

Reviewed HT & Katie Kerr (MAST) 14.04.16

Updated and shared with Governors 18.04.16