



Jubilee Primary School

Attendance and Punctuality

Policy and Procedures

September 2015

JUBILEE PRIMARY SCHOOL **ATTENDANCE POLICY AND PROCEDURES**

Mission Statement

At Jubilee we believe that regular attendance of pupils correlates to raising achievement. We are committed to the successful implementation of a whole school attendance policy.

Aims and Objectives

- To ensure attendance and punctuality is a high priority for all Staff, Parents, Pupils and Stakeholders.
- To maintain clear lines of communication between home and school.
- To make all expectations relating to attendance and punctuality clear

Targets

- To raise pupil's achievement by ensuring children are in school and on time every day
- The overall school attendance target is **96.5%**.

Responsibility of the Governing Body

- To ensure that the attendance policy is implemented effectively
- To ensure termly figures on attendance are in line with the school target
- To ensure that a designated Governor participates as a member of the formal School Attendance Panel when requested.

Responsibility of the Headteacher / SLT

- To oversee the implementation of the attendance policy and procedures
- To ensure the collection of accurate statistical data
- To report back regularly to the Governing Body on attendance
- To sit on the formal School Attendance Panel.

Responsibility of the Class Teacher

- To ensure accurate register keeping
- To communicate with SLT, Community Partnership Leader and Admin Officer for Attendance
- To positively promote good attendance within the classroom

Responsibility of the Community Partnership Leader

- To identify difficulties with attendance and punctuality through informal meetings with parents and agree targets for improvements
- To offer families an initial assessment to determine their needs
- To communicate with SLT and Admin Officer for Attendance regarding concerns
- To refer parent/carers of pupils identified as causing concern to School Nurse or Social Services as appropriate

Responsibility of the Admin Officer for Attendance

- To monitor attendance and punctuality for all children on roll and ensure the recording of late arrivals
- To identify children whose attendance/punctuality is a cause for concern and alert CPL and SLT
- To maintain records of identified children and all contact with parents
- To oversee and promote strategies to reward pupils that are achieving good attendance and punctuality levels
- To contact parents/carers on the first day of a pupil's absence
- To send out standard letters on **unauthorised** absence, persistent absence and lateness
- To arrange School Attendance Monitoring Interview and School Attendance Panel meetings for SLT and Community Partnership Leader
- To receive telephone communication from parents/carers, record information and communicate to staff as necessary
- To assist SLT with the collection of data
- To liaise with CME (Child Missing Education) Officer and assist SLT with off-rolling procedures

- To liaise with the Education Welfare Services, Courts and Enforcement Manager and assist SLT with Penalty Notice referrals
- To ensure School Attendance Policy and leaflet “*School Attendance: What Parents and Carers Need To Know*” is updated as necessary.

Responsibility of the Education Welfare Services, Courts and Enforcement Manager

- To issue Parent Penalty Notices at the request of the Headteacher and initiate follow-up Court action for unauthorised and persistent absence, and lateness after registers close.

Responsibility of Parents/Carers

- To ensure their child attends school regularly
- To ensure their child arrives on time for school
- To contact the school if their child is unable to attend for a valid reason and provide a note or other requested documentation for consideration in the authorisation purposes
- To provide medical evidence, **at the request of the school**, for all absences in excess of 4 school sessions, for any absence if a child is frequently absent due to minor illnesses, and for absence adjacent to a school holiday
- To support the school in its aim to raise the achievement of their child through full attendance at school
- To ensure that their child is collected promptly at the end of the school day.

Under Section 444 of the Education Act 1996, Local Authorities have the power to prosecute parents if they fail to ensure their child of compulsory school age attends the school at which they are registered. Penalty Notices (fines) have been introduced as an alternative to prosecution.

Guidance for parents/carers can be found in Jubilee’s leaflet “*School Attendance: What Parents and Carers Need to Know*”.

Responsibility of Pupils

- To attend school regularly
- To arrive on time.

What is Persistent Absence?

- **LESS THAN 85% ATTENDANCE – REGARDLESS OF REASON**
- **PUPILS WITH 15+ SESSIONS ABSENT IN TERM 1, 29+ IN TERM 2, 40+ IN TERM 3, 50+ IN TERM 4, 61+ IN TERM 5, 76+ IN TERM 6**

REGISTRATION PROCEDURES

Time

- The School playground gates will be open from **8:45 - 9.00am**
- A bell will sound in the playground at **8:55am**
- When the bell sounds all pupils will line up in their class line in the playground
- Class teachers register the pupils at **9am** each morning and at **1.30pm** each afternoon. Registers are returned to the school office where they are kept securely.
- Pupils are late if they arrive in school after **8.55am**

Late system

- Pupils who arrive after **9.00 am** should report to the Late Table straight away where their arrival time and reason for lateness will be recorded and they will be issued with a Late Card to hand to their teacher
- Office staff will then enter a late mark (L) on the class register
- Pupils who arrive late after **9.25 am** will be marked as “late after the registers have closed” (U)
- Parents/carers of any pupil who is late four times in any two-week period will receive a warning letter and may be contacted by the Community Partnership Leader
- Where lateness persists, the parent/carer will be invited to a School Attendance Monitoring Interview with a member of SLT and the Community Partnership Leader
- If punctuality remains poor, the parent/carer will be invited to a formal School Attendance Panel

- Failure to adhere to agreed targets/decisions of the School Attendance Panel may result in a referral to Education Welfare Services, Courts and Enforcement Manager for the issue of a Parent Penalty Notice.

Recording of absences

- Parents/carers should inform office staff **before 10am** of the reason for the pupil's absence
- From **10am** office staff will contact home to find out why pupils are not in school
- The office staff are responsible for recording reasons for absence
- If contact has not been made/no reason given for absence an unauthorised absence mark will be recorded in the register
- A warning letter will be issued to parents if a pupil has a low overall attendance rate or reaches **6** sessions of **unauthorised** absence, and may be contacted by the Community Partnership Leader. If there is no improvement, the parent/carer will be invited to a School Attendance Monitoring Interview. Any further **unauthorised** absence will result in a referral to a formal School Attendance Panel and may result in a referral to Education Welfare Services, Courts and Enforcement Manager for the issue of a Parent Penalty Notice and any follow-up action in the Courts
- A warning letter will be issued to parents if a pupil is nearing Persistent Absence levels (13+ sessions of absence (authorised or unauthorised) for Term 1, 27+ sessions for Term 2, 38+ sessions for Term 3, 50+ sessions for Term 4, 63+ sessions for Term 5 and 75+ sessions for Term 6), and a referral made to the Community Partnership Leader
- The office staff are responsible for entering missing marks and reasons for absence on the School Information Management System (SIMS).

Holidays during term time

- Holidays during term time are not authorised by the school or by the Local Authority
- Parent Penalty Notices may be issued for any absence without permission
- Leave for exceptional circumstances will only be permitted during term time at the discretion of the Headteacher and where the pupil is exceeding attendance and achievement targets.

Register Checks

- The registers will be monitored weekly by the office staff. They will also be made available to the Local Authority Attendance Team for inspection and feedback.

Non-starting pupils and pupils taken off roll

- Pupils will not be recorded on the attendance register until their first session of attendance. Where pupils on the acceptance list fail to arrive, enquiries will be made to ascertain the pupil's whereabouts and the LA in which the pupil lives will be notified as necessary.

Off-rolling Procedures

- A pupil will be taken off roll if they fail to attend school, without prior arrangement, or agreed exceptional circumstances, after 20 consecutive school days. At this stage the parent/carer will be notified in writing that the child has been taken off roll. When a pupil is removed from the school and no information is provided regarding a new educational placement, the LA will be notified so that enquiries can be made by the CME Officer.

Late Collection Fine

- We expect parents/carers to collect their children at 3:30pm when school finishes (12noon for morning Nursery children). If this is not possible it is the parent/carers responsibility to make alternative arrangements and let the school know who will be collecting their child.
- We recognise that it is in the best interests of the child to be collected on time.
- We fine parents/carers who collect their child late from school. Families are given a warning the first time they are more than 15 minutes late as we recognise unforeseen circumstances occasionally arise. If the same parent/carer is then late in the same academic year they will be fined £15 for the first 15 minutes (3.30-3.45pm or for morning Nursery children 12-12.15pm) and £10 for each 15 minutes or part of thereafter. This applies to after school clubs as well.
- Referrals will be made through our CPL in line with our safeguarding policy when necessary.

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ATTENDANCE /PUNCTUALITY MEETINGS OVERVIEW SHEET

- **STAGE 1**
 - Warning letters issued
- **STAGE 2**
 - School Attendance Monitoring Interview (SAMI) with Community Partnership Leader and Admin Officer for Attendance
 - Targets agreed for improved attendance/punctuality
- **STAGE 3**
 - Review of Stage 2 by the CPL and Admin Officer for Attendance
 - If targets have been met then the School will continue to monitor without further action
 - If attendance/punctuality still remains an issue then move to next stage
- **STAGE 4**
 - Formal School Attendance Panel (SAP) – SLT, Community Partnership Leader, Admin Officer for Attendance plus a Governor (if requested/available) and the Education Welfare Services (if requested/available)
 - Parent and Pupil sign a formal SAP Agreement and attendance/punctuality monitored for 2-week period
- **STAGE 5**
 - Review of Stage 4 by the CPL and Admin Officer for Attendance
 - If targets have been met then the school will continue to monitor without further action
 - If attendance/punctuality remains an issue, decision made to monitor for a further two weeks and letter sent to parent advising them of our course of action and that it may result in a referral to the LA's Education Welfare Services, Courts and Enforcement Manager for issue of a Parent Penalty Notice and any follow-up Court action
- **STAGE 6**
 - Review of Stage 5
 - If targets have been met then the school will continue to monitor without further action
 - If attendance/punctuality remains an issue, letter sent reminding them of possible referral to the Local Authority's Education Welfare Services, Courts and Enforcement Manager and advising them of the number of sessions of unauthorised absence and sessions late remaining before this referral will be made
 - If decision made to refer to the Local Authority, Penalty Notice Referral Form prepared by Admin Officer for Attendance

All the above stages have to take place within 6-months

Jo Eade/Julie Elleray
Jubilee Primary School

Agreed by FGB:

Signed:

Date:

Review: July 2016