

Hollin Primary School



Attendance Policy

1. Introduction

1.1 Regular attendance at Hollin Primary School is essential to promote good education for all pupils. Staff at Hollin Primary School seek success for all with a passion for learning; teaching them that their attendance in school each day is vital to their learning. School will take appropriate action when necessary in order to promote the aims of this policy.

Aims:

- To maximise the attendance of all our children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for everyone
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulties
- To analyse attendance data regularly to inform future policy and practice
- To work closely with and make full use of the support from the wider community including the Education Welfare Service and multi agency teams

What is expected of parents:

- To keep their child's absences to a minimum.
- To offer a valid reason for any period of absence or lateness.
- To contact the school on the first day of absence and to keep school informed throughout the absence.
- To ensure their child arrives on time, properly dressed, with the right equipment and in a good condition to learn.
- To work closely with the school and the Education Welfare Officer (EWO) to resolve any issues that may impede a child's attendance
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during times such as Assessment weeks and SAT's tests
- To support their child and recognise successes and achievements
- To keep school updated with changes to contact numbers or address details.

1.2 Parents and carers must contact the school office as soon as possible and by 9.30am at the latest on the first morning of absence if their child is absent from school.

2. What is expected of school:

- To give a high priority to punctuality and attendance
- To develop procedures that enable school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- To consistently record absence within the guidance of the 1996 Education Act
- To develop a range of strategies to follow up intermittent and long term absenteeism and promote good attendance
- To encourage communication between home and school
- To inform parents when a pupils attendance begins to be of concern.
- To work together with the Educational Welfare Officer to develop procedures leading to a formal referral to the Education Welfare Officer
- Referral to the Education Welfare Service can result in legal proceedings if poor attendance continues. Under the 1996 Education Act parents have a legal responsibility to ensure regular school attendance.

3. Authorised Absences include:

- 3.1 Medical appointments, hospital appointments, dental appointments, religious holidays. Medical and dental appointments should be arranged during holidays or outside of the school day. Where this is not possible it is expected that pupils only miss part of the day and that an appointment card or letter is brought into the school office as evidence.
- 3.2 Illness should be reported to the school office. Illness can be reported as authorised, unless the child is considered to be a persistent absentee (below 90%).

4. Unauthorised Absences include:

- 4.1 Holidays in term time, visiting relatives, parent/s or sibling/s unwell, parent/s or sibling/s appointments, other family circumstances.

5. Term Time Holidays:

- 5.1 The law states that any holidays taken in term time will be marked as unauthorised absence and may also result in a penalty notice being issued. If a pupil incurs a total of 20 unauthorised sessions (10 days), which can include unauthorised holidays, a referral may be made to the Education Welfare Officer for consideration of a Penalty Notice.

6. Response to Absence:

- 6.1 If any child has not been registered or the school has not been notified about a child's absence, the office will contact parents by telephone. In some cases, a message will be sent via the Teachers2Parents text system. If the reason for a child's absence is still not provided, a letter will be sent home for parents/carers to complete.
- 6.2 The administration staff will continue to call parents if they have been unable to make contact which may trigger a home visit in certain circumstances.
- 6.3 In some cases, poor attendance and punctuality could possibly indicate other health, welfare or child protection concerns for a child. The Children's Welfare Officer may initiate an Early Help Assessment in order to help support the family in identifying issues surrounding the reasons for poor attendance or punctuality.
- 6.4 At each stage of this process, parents are welcome to speak to the Children's Welfare Officer, Deputy Headteacher or Headteacher if they have specific concerns or issues.

7. Lateness:

- 7.1 School doors are open from **8.50am**. The school gates are closed at **9:05am** and any child arriving after this point must report to the school office, as this is the time that registers close. For the purpose of unauthorised absence codes, lateness is defined as any child arriving after **9.30am**.
- 7.2 Persistent levels of unauthorised absence due to lateness may result in a Penalty Notice being issued. This is usually 20 sessions (10 days) in a 12 week period.
- 7.3 Punctuality is monitored regularly and letters are sent home to the parents informing them of the lost lesson time and disruption caused to the child and the class as a whole. Persistent lateness could result in a referral to the Education Welfare Officer (EWO).

8. The Education Welfare Service:

8.1 Hollin Primary School works together with the Education Welfare Service to improve the attendance of all our children. Our target attendance is 96% and whilst the majority of our children achieve this, there are a number who do not. There are different strategies used by the Education Welfare Service to support families and raise awareness of the importance of school attendance.

9. Persistent Absentees:

9.1 The Headteacher and Children's Welfare Officer meet regularly to identify parents who are required to attend an attendance panel. Parents of any child who has an attendance figure below **90%** would be invited to an attendance panel meeting.

9.2 Parents who fail to attend a panel meeting could receive a home visit from the EWO.

9.3 A child who has an attendance figure below the **90%** threshold is classed as a persistent absentee and could be referred to the EWO.

9.4 Where the absences continue, parents will be served with a penalty notice which may lead to court action.

9.5 A child who has an attendance percentage between 85% and 90% will be closely monitored and will be referred where there attendance is a cause for concern.

10. Monitoring and Evaluation:

Daily

10.1 At Hollin Primary School, attendance and punctuality are monitored regularly by the Headteacher and Children's Welfare Officer. Details of all absences and lateness are recorded.

10.2 Contact is made with parents of all pupils absent from school.

Weekly

10.4 Percentage attendance figures in each class for the current week are announced in assembly each week. The trophy is given to the class with the highest attendance. Attendance is displayed in school and on the website. Furthermore, it is shared with parents and the school community in monthly newsletters, via T2P texts and on Twitter.

Termly

10.5 The Headteacher and Children's Welfare Officer meet regularly to identify parents who are required to attend an attendance panel. Parents of any child who has an attendance figure below **90%** will be invited to an attendance panel meeting.

11. Rewarding Attendance

Class Award - Weekly

Percentage attendance figures in each class for the current week are announced in assembly each week. The trophy is given to the class with the highest attendance.

Percentages are added to the attendance display.

The winning class are celebrated on newsletters, via T2P texts, on Twitter and on the school website.

Individual Awards – Half-Termly

At the end of each half term, we will also be having a special attendance celebration in a bid to improve attendance throughout school. To qualify for the reward, your child will need to have had no more than **1** day absent from school in the half term.

Individual Awards - Termly

All children with 100% attendance in a term will be awarded a certificate and an attendance medal.

Individual Awards - Yearly

All children with 100% attendance in an academic year will be awarded a special certificate and will receive an attendance trophy.

Date: December 2018

Review date: December 2019