



The Growing Together Federation

Crowlands Primary School & Newtons Primary School

Pupil Attendance Policy 2018 - 2021

Approved: L & A
Reviewed: November 2018
Next Review Date: November 2021

Attendance Policy

Introduction

For our children to gain the greatest benefit from their education it is vital that they attend regularly and it is your duty to make sure that your child is at school, on time, every day that the school is open - unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly. All Federation staff are committed to working with parents and pupils to ensure as high a level of attendance as possible.

The Federation are aiming to achieve an attendance target in the range of 96 – 100% to meet National standards.

Why Regular Attendance is Important

Any absence affects the pattern of a child's schooling and regular absence will affect their learning. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is against the law and may result in prosecution.

Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of staff.

To help us all to focus on this we will:

- Ensure that the Federation has a safe, welcoming and supportive environment.
- Ensure that the quality of teaching and learning is good.
- Ensure that the curriculum is relevant, appropriate and interesting to the children.
- Involve children in the decisions that affect their lives.
- Monitor your child's attendance and punctuality rate and how this relates to their attainment every term.
- Establish clear and effective procedures for administration.
- Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality.
- Comply with legal requirements.
- Ensure any child presenting poor levels of attendance and punctuality are noted, monitored and appropriate action taken.
- Have systems in place offering rewards and incentives for regular attendance and punctuality.

- Keep parents/carers informed about their child's attendance through established procedures.
- Work in partnerships with parents/carers, the Education Welfare Service, Social Care and other outside agencies.

Expectations

The Federation expects its pupils to:

- To attend regularly and on time.
- To be prepared adequately for the school day.
- To comply with the Federation policies and procedures.

The Federation expects its parents/carers:

- To encourage their children to attend school every day, on time.
- To contact the school on the first day of absence.
- To arrange holidays and medical appointments outside school hours.
- To regularly update emergency contact details.

Attendance Rewards and Strategies

There are several strategies in place to encourage children to attend school every day:

- Weekly class attendance is celebrated in a school assembly for both Key Stage One and Key Stage Two children and a trophy is given to the winning class.
- Several displays celebrate class attendance through the school.
- Attendance winners are shared on the school website and sent to parents/carers in the weekly newsletters.
- Termly rewards are given to children with 100% attendance and they then enter a raffle to win a prize.
- Children who achieve 100% for the whole year celebrate with an additional end of year treat and they then enter a raffle to win a prize.
- Traffic light system: Parent communication is sent out on the following coloured paper.

RED ZONE

All pupils whose attendance falls **below 90%** will be considered for legal monitoring by the Local Authority and a meeting will be held with the Assistant Headteacher of your child's key stage.

AMBER ZONE

Those pupils who have fallen **below 95%** are in the Amber Zone. They are automatically monitored by the school.

GREEN ZONE

All pupils whose attendance is **95% or above** are part of the green zone. Pupils in this zone are more likely to achieve.

- Within a year group classes compete against each other to earn a letter for every day that the class attendance is 100% to complete the slogan 'Everyday Counts!' The class who completes this first receives a reward.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school not by the parents, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments, Religious Observance in accordance with Local Authority guidelines which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the Federation does not consider reasonable and for which no 'leave' has been given. The type of absence can lead to the Authority using sanctions and/or legal proceedings.

This includes;

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Birthdays, day trips and holidays in term time which have not been agreed.

If your child is reluctant to attend school please make an appointment to come in and talk about it with their Key Stage Assistant Headteacher and/or Home School Support Worker. The problem may be easily solved.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

All persistent absenteeism pupils are automatically made known to the Educational Welfare Officer.

Absence Procedures

If your child is absent you must

Contact the school as soon as possible on the first day of absence either by leaving a message of the absence line before 9.30 am or calling into the school office.

Send a letter in on the first day they return with the reason for their absence.

If your child is absent our protocol is

First Day Calling – We will telephone you on the first day of absence if we have not heard from you.

In the event where we may be concerned for the safety or welfare of your child, we may conduct a home visit.

Send you a letter if your child's attendance has dropped below 90%.

If there is no improvement then the matter will be referred to the Home School Support Worker and Head Teacher. If there is still no improvement the Educational Welfare Officer will arrange a meeting with the parent/carer.

Educational Welfare Officer

The School Attendance Officer meets with the Head Teacher, the Educational Welfare Officer and the Home School Support Worker monthly to discuss those children whose attendance is below 90%. At this meeting we will monitor your child's attendance to see if it has gone up or down after the initial letter to the parent/carer. If your child's attendance figure has improved they will be continually monitored monthly until their attendance goes above 90%.

The School Attendance Officer will also check attendance of siblings to see if absences are taken on the same days.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss vital information and learning for the day. Late arriving pupils also disrupt lessons and can be embarrassing for your child. If your child is late 5 minutes each day this adds up to 3 days lost every year, 15 minutes late is the same as being absent for 2 weeks every year.

How We Manage Lateness

The school gate opens at 8.20 am and the children can go into class from

8.40 am. The gate is closed at 8.50 am and the children then have to enter school through the front door where the parent/carer signs them in and the children will be recorded with a late mark on the register.

The parent/carer of children with 3 or more lates in a short space of time are sent a letter. If there is no improvement a second letter is sent. After two letters a meeting with the Head Teacher is arranged. A referral to the Education Welfare Officer is made if the situation continues.

Leave of Absence in Term Time

Parents are made aware that no leave is authorised in term time except in exceptional circumstances. Leave that does not come into this category is recorded as unauthorised. If a parent/carer needs to take their child out for a specific reason we ask them to complete a leave of absence form which needs to be signed by the Head Teacher.

No leave is authorised during test periods.

When unauthorised leave is taken parents may be subject to a Fixed Penalty Notice which will be issued by the Education Welfare Service in line with the Havering code of Conduct (FPN). All parents who have taken unauthorised leave will receive a caution letter.

In the case of an authorised absence where the parent/carer keeps the child away for longer than agreed the extra time will be marked as unauthorised.

Reporting of Attendance

Attendance data is collected by the DfE half-termly.

Attendance figures are reported termly to the Governing Body in the Head Teacher's report.