

BELGRAVE PRIMARY SCHOOL

Attendance Policy January 2016

Aim

To have a clear policy to promote good attendance. Good attendance and punctuality are essential if children are to take full advantage of school and gain the appropriate skills to equip them for life. The attendance policy is based upon the premise of equal opportunities for all.

Strategies:

- To have a clear policy for parents and staff
- To explain the policy clearly in the prospectus
- To remind parents regularly in newsletters
- To have a consistent approach
- To inform parents if a child's punctuality or attendance is a concern
- To follow Cheshire West and Chester guidelines regarding authorised and unauthorised absence
- The DfE stipulates that absence can only be granted in exceptional circumstances.
- We have a form to apply for Leave of Absence. This has been agreed in partnership with our local schools.
- Parents are informed about attendance regulations in letters, newsletters and the school's prospectus.

- If we have concerns relating to punctuality or attendance we will:
 - Discuss this with the parent
 - Write to the parent
 - Seek support from Educational Welfare Officer (EWO)

- If a child has poor attendance due to medical problems the school will contact the parents and discuss involving

the School Health Team. We also have regular meetings with the parents.

- There may be special family circumstances where leave may be granted.
- The school does not supply 'homework' for children 'withdrawn' from education for a 'holiday'. We will support and advise parents if a child is absent for medical reasons.
- There is a fixed penalty system that is managed by the authority.
- Consequences for absences in term time which are not authorised by the school may result in a penalty notice through communication with the LA following the set procedure.
- The Headteacher will monitor attendance with the support of the Education Welfare Officer.
- Staff will have good effective communication with parents to enable them to follow up any unexplained absences and promote the attendance policy.

Policy and Procedure

- Parents need to inform school on the first day of absence by 9.15am on a dedicated telephone line. The reason for absence is recorded in a file. The reason for absence needs to be given. If we do not have a reason for absence, we will contact the parent if appropriate. This is in line with Safeguarding Policies.
- Doors open at 8.45am for Rec/KS1/KS2.
- Foundation and KS1 register will be taken at 8:55am.
- KS2 register will be taken at 8.50am.
- The doors to the F/KS1 Department will be closed at 8:55am.
- The doors to the KS2 Department will be closed at 8.50am.
- If children are late; after doors are closed, they need to enter through the main doors and register their attendance with the admin staff. If it is after 9:00 they are categorised as late. This is recorded with the reason in the late book.

- After 9:00 the 'L' code will be used to record late attendance.
- After 9.30am the 'U' code will be used ~ this is recorded as unauthorised absence as a significant amount of education is lost. This will be monitored.
- If absence or late arrival is causing concern, or if attendance falls below 90%, and the school does not have a clear reason, then action will be taken. Below 90% attendance is categorised as poor attendance by the LA. When this is the case the school considers each child's case individually.
- If absence fall below 95% this is also a cause for concern and the appropriate action will be taken.
- The action may be to send 'Letter 1' to the parent with the child's attendance certificate.
- If there has been no improvement a meeting will be arranged using 'Letter 2'. At this meeting an action plan will be completed with the parent. It might be helpful to have medical documentation to enable the school and family to work together.
- If attendance does not improve 'Letter 3' will be used and finally 'Letter 4'.
- If a child needs to be withdrawn for a medical appointment or for any other reason in the school day. We need to sign the child out at the main office.
- Parents will receive an attendance report if there are any concerns and as a matter of policy on an annual basis with the the child's annual summer report.

Registers

- Class teacher will retain absence notes in the register file.
- The register will be marked by the teacher or TA at 8.50am (KS2) or 8:55am (F/KS1) and 1:00 and then sent to the office.
- The office will check the absence message book and will contact parents if there are any unexplained absences.

Markings are as follows:

Am /) Full
 Pm \) attendance

- L if after 9.00am up until 9.15am L is in a circle as the teacher would have marked the child absent.
- O absent without a reason = unauthorised. This can be filled in at a later date.
- I Illness (in a circle)
- M Medical appointment (in a circle)
- G Unauthorised Holiday (in a circle)
- V Educational visit (in a circle)
- R Religious Observation (in a circle)
- C Family circumstance (in a circle)

The total for each session should be recorded at the bottom of the column for emergencies.

Review Date: January 2019

ATTENDANCE LETTER 1

Dear (Parents Name)

We are sending you your child's absence certificate for your information. Our registers are checked by the Education Welfare Officer and we need to share this information with you.

We are aware that genuine illness prevents children having a high rate of attendance however, we feel you should have your own record of your child's absence certificate.

Please contact us if you need to discuss this matter further.

Yours truly

Deanne Garratt
Headteacher

ATTENDANCE LETTER 2

Dear (Parents Name)

As you know (name of child) attendance has caused us concern. It has not shown sufficient improvement.

As a matter of urgency we now need to hold an attendance meeting to discuss these issues.

Would you please come into school to discuss this matter on (Date) at (Time).

Please contact school immediately to confirm this appointment.

If attendance does not improve it is possible that a fixed penalty notice could be served.

Yours truly

Deanne Garratt
Headteacher

ATTENDANCE LETTER 3

Dear (Name of Parent)

Due to the number of days that (name of child) has been absent this academic year through illness I am unable to authorise any more absences without any medical evidence, e.g. (prescription, appointment card, medicine).

If (name of child) needs to take time out of school for dental or medical appointments an appointment card will need to be produced. This will need to be brought in to me prior to the appointment, before authorisation for the absence can be given.

Please, if at all possible, make any dental or doctor's appointments for out of school hours.

Yours truly

Deanne Garratt
Headteacher

ATTENDANCE LETTER 4

Dear (Name of Parent)

ATTENDANCE MATTERS

Despite support and intervention your child's attendance has failed to improve.

You may face a fine if you do not improve the situation.

Currently (name of child) attendance percentage stands at ____%. This is a cause for concern. A profile is enclosed.

Despite letters, telephone calls and meetings, attendance has not improved. You are now required to come for an appointment with the attendance panel.

A time has been set when the Education Welfare Officer, Headteacher, Class Teacher and School Health Advisor can attend.

It is vital you attend the meeting on:

(Date) _____ at (Time).

Please contact school immediately to confirm your attendance.

Failure to attend will result in an automatic referral to the Education Welfare Service.

Yours truly

Deanne Garratt
Headteacher

Attendance Action Plan

Name of Child _____

Date of Birth _____

Current Problem / Family Circumstances	Agreed Actions	Success Criteria <small>(e.g. 100% attendance for 3 weeks)</small>	Review Date

Signed: Headteacher: _____

Parent: _____

Child: _____

Attendance Panel Action Plan

Attendance Panel held on: _____

Name of Pupil: _____

Name of Parent _____ Attended Yes/No
Address: _____

Name of Parent _____ Attended Yes/No
Address: _____

Comments

Agreed Action

Attendance
% at panel
2 weeks % 1st Review
4 weeks % 2nd Review
6 weeks % 3rd Review