

Hollin Primary School



Attendance Policy

Introduction

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.

Aims of attendance policy

- 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?

- 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.
- 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.

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

Authorised Absences

Medical and dental appointments should be arranged during holidays or outside of the school day, where possible. 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.

Religious holidays are granted at the discretion of the Headteacher, to a maximum of one day per academic year.

Approved sporting absences are granted, at the discretion of the Headteacher. Parents/carers should seek permission from the school first and provide evidence.

Unauthorised Absences

Example of unauthorised absences include:

- Holidays in term time
- Visiting relatives
- Arriving late, after 9:30am
- Parent/s or sibling/s unwell, parent/s or sibling/s appointments, other family circumstances.
- Unless medical evidence is provided, children who have more than 3 occasions absent cannot have further absences authorised.
- Absences of children, who have an attendance of less than 90% cannot be authorised. Children who have an attendance of less than 90% are considered Persistently Absent (PA).

Term Time Holidays

In the case of a term time holiday, parents/carers are requested to complete an extended leave form, available from the school office.

Holidays in school term time will not be authorised and the following will apply:

- An unauthorised holiday for 5 school days or more will qualify for a Penalty Notice.
- In the case of an unauthorised holiday, the Local Authority will issue parents with a Penalty Notice.
- A Penalty Notice is £60 and is issued to each parent for each child taken out of school.
- The fine increases to £120 if not paid within the first 28 days. Thereafter, if the penalty remains unpaid this may result in legal action.

Response to Absence

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 home visit can be made by school staff.

The administration staff will continue to call parents if they have been unable to make contact that may trigger a home visit in certain circumstances.

In some cases, poor attendance and punctuality could possibly indicate other health, welfare or child protection concerns. 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.

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.

Punctuality

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**.

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).

The Education Welfare Service

Hollin Primary School works together with the Education Welfare Service to improve the attendance of all our children. There are different strategies used by the Education Welfare Service to support families and raise awareness of the importance of school attendance.

Persistent Absentees

The Headteacher and Children's Welfare Officer meet regularly to monitor children's attendance and punctuality. Parents/carers of any child who has an attendance figure below **90%** are sent a letter, reminding them of their child's attendance and demanding an improvement.

School will work closely with parents/carers, at every stage, to secure an improvement in attendance. Sometimes, children with a poor attendance can be referred to the Education Welfare Service.

Persistent levels of unauthorised absence will result in a Penalty Notice being issued. This is usually for poor attendance in a specific period, specifically, 20 sessions (10 days) in a 12 week period.

Monitoring and Evaluation

Daily

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.

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

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. 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

The Headteacher and Children's Welfare Officer meet regularly to monitor children's attendance and punctuality. Parents/carers of any child who has an attendance figure below **90%** are sent a letter, reminding them of their child's attendance and demanding an improvement.

Rewarding Attendance

Class Award - Weekly

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

Weekly percentages are added to the attendance display.

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

At the teachers' discretion, there may be a class award given (e.g. additional playtime).

Individual Awards – Half-Termly

In order to keep attendance a high priority, at the end of each half term, school hosts a special attendance celebration. To qualify for the reward, a child needs to have had no more than **1** day absent from school in that 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: September 2019

Review date: September 2020