



## Heathfield Schools' Partnership Attendance and Punctuality Policy- March 2016

*"Every child has a right to a full education".*

This policy aims to disseminate good practice in order to maintain a high level of attendance. It will outline the responsibilities, systems and attitudes which will promote regular attendance.

It is recognised that the parents hold full responsibility for ensuring their child's attendance and punctuality. It is also recognised that some parents require support to ensure their child attends school.

<b>Procedures</b>	<b>What we do</b>	<b>Person responsible</b>	<b>Expected Outcomes</b>
Registers in Reception, KS1 and KS2	Marked by teachers and returned to the office by 9.10am and 1.25pm in the infants and 1.55pm in the juniors. Absences are checked. These can be done through a note, message or conversation with the parent. A phone call is made to parents on the first day of absence if no prior reason has been given. If this is unsuccessful through to the second day, the Deputy or Headteacher are informed and takes appropriate action.	Teachers Office staff Parents	All registers marked with appropriate symbols and reasons for absence recorded.
Register in Nursery	Marked by Nursery staff at the start of the am and pm sessions. The register is kept in the Nursery until Friday when it is checked by office staff. Major concerns are reported to the office during the week when necessary and office staff check the register at the end of each week.	Nursery Staff Office staff Parents	All registers marked with appropriate symbols Establishes high expectations for attendance and punctuality.

<p>Unauthorised Absence</p>	<p>A child's absence will be recorded as unauthorised if the school believes it is unnecessary e.g. shopping trip, birthday, day out etc. Occasionally pupil absence will be authorised due to special circumstances. This might be due to a death in the family, serious illness of a family member, religious observances etc Rates of unauthorised absence our published in our prospectus and the Annual Governor's Report to parents.</p>	<p>Teaching Staff Office Staff Parents Deputy/ Headteacher</p>	<p>All absences will be recorded.</p>
<p>Lateness</p>	<p>Registers are kept open until 9.05 am. After that the child is marked late and a reason must be given. After 9.30 am it becomes unauthorised unless parents have informed the school of the reason for this lateness. A note or phone call must be sought as with absence. Children have to inform the office once they arrive and are given a late slip and marked in the late book. Regular lateness is monitored and discussed with parents and the EWO. If a child is collected late at the end of the school day the parent signs the "Late Book" in the office giving reasons for the lateness.</p>	<p>Teachers Parents Office staff Deputy/Assistant Head</p>	<p>Fewer children will be late for school and collected late at the end of the school day. Lateness will be tracked and any problems discussed and alleviated where possible.</p>
<p>Holidays</p>	<p>We follow the LEA and DFES guidelines so all holidays are unauthorised unless exceptional circumstances. A meeting with the Head/Deputy Head must be arranged before the completion of the form requesting holiday. All staff are alert to signs to look out for when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM and forced marriage. The Designated Safeguarding Lead or Head Teacher will speak to parents where these concerns are raised and refer to the relevant agencies if necessary.</p>	<p>Parents Office Staff Head Teacher Deputy/Assistant Head</p>	<p>Fewer children will go on holiday during term time.</p>
<p>Long Periods of Absence</p>	<p>Parents who wish their child to be away from school for more than two weeks in a school year for the purpose of an overseas visit must apply to the Headteacher in advance of the proposed period of absence. A period of six weeks is the maximum time that will be will allowed for this leave and a contact address for the pupil will be provided. If the child does not return by the agreed date, the absence will be unauthorised and a letter sent to the parents and LA stating the child will be taken off roll.</p>	<p>Deputy/ Assistant Head Head Teacher</p>	<p>Fewer children will go out of school for long periods of time.</p>

<p>Children missing from education/ children who cease to attend school</p>	<p>If a child does not attend school and no reason has been provided by a parent this must be reported as a concern to Deputy Head who will investigate the absence. If no contact has been made with the family after the second day this concern must be reported the EWO as a potential child missing from education.</p> <p>If a child is not present upon return from a planned holiday or school holiday this must be reported to the Deputy Head. If contact is not made with the family this must be reported to the EWO.</p> <p>Where a family informs school they are leaving, the office staff will record the new home address (if moving) and the name address of the new school, including schools overseas. If the new school is unknown the office staff will remain in contact with the family until one is provided and will inform the EWO.</p> <p>Parents who wish to home educate a child must inform the LA and the office staff will inform the EWO.</p>	<p>Office Staff Deputy Head Head</p>	<p>Safeguarding of pupils is a priority.</p>
<p>Children Looked After</p>	<p>The attendance of Children Looked After is of high priority. The school receives a daily telephone call from Welfare Call who monitor the attendance of CLA. Any concerns are shared immediately.</p>	<p>Office Staff</p>	<p>Attendance of CLA is a priority.</p>

<p>Poor Attendance or Punctuality</p>	<p>Regular patterns of absence are noted by teachers or office staff. Teachers raise concerns with the attendance coordinator. Monthly printouts highlight unacceptable levels of attendance. A letter is issued for any attendance levels under 90% after one month. If there is no improvement the EWO becomes involved. If attendance is under 90% on half termly attendance printouts parents are spoken to. The Educational Welfare Service operates on behalf of the LEA to ensure that those sections of the Education Act 1996 which relate to children receiving efficient, full-time education suitable to their age, ability and aptitude by regular attendance at school are applied. The school is in regular contact with the Educational Welfare Officer (EWO), and keeps her informed of any concerns. The EWO monitors school registers and follows up any concerns by communicating with parents, seeing pupils in school, arranging a home visit or assisting with referrals to other professionals / agencies.</p>	<p>Deputy/Assistant Head EWO Teachers</p>	<p>Attendance and punctuality is tracked and possible 'at risk' children highlighted.</p>
<p>Good Practice</p>	<p>The class with the best attendance each week receive a mascot to keep in their class for the following week. Reception have 'Malcolm the Monkey', KS1 have 'Fred Bear' and KS2 have 'BAP (best attendance and punctuation) Bear'. 'Mia the Monkey' also visits the junior classes with the most improved attendance. Twice a year the school holds an attendance competition week. The children take part in focused activities which highlight the importance of coming to school regularly and on time. All children who achieve 100% attendance in that week without any lateness receive a medal.</p>	<p>Deputy/Assistant Head Office Staff Teachers</p>	<p>Improvement in our schools' attendance figures. Increased awareness of the importance of attending school regularly.</p>

<p>Communication with Parents</p>	<p>The school endeavours to maintain close, effective and positive links with parents. At the beginning of the school year or at the admission of a new pupil the parents are informed of the school expectations regarding attendance and punctuality. Parents are informed by the home/school agreement of their duty to maximise attendance. Regular reminders regarding attendance are put in the school weekly newsletters. Parents are requested to inform the school ASAP if their child is absent. A child's attendance is discussed at parent's evenings if it is of concern. Any parent whose child is frequently late or absent receive letters from the Deputy/Assistant Head and may be called to an arranged meeting with the EWO.</p>	<p>Teachers Parents Deputy/Assistant Head EWO</p>	<p>Parents are informed regarding their child's attendance Parents will have an opportunity to discuss A&amp;P problems with their child's teacher or senior member of staff.</p>
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This policy is supported by the Richmond Upon Thames Handbook – “Policy on Attendance at School and Registration of Pupils”

Reviewed and adopted by all staff – Feb 2016

Ratified by Full Governing Body – March 2016

Date for Review – March 2017