East Crompton St George’s CE Primary School

Attendance Policy

Spring 2021



Date Adopted: Spring term 2021

Review Date: Spring term 2024

Head Teacher

At East Crompton St George’s we let our LIGHT shine

**L**ove of Learning. **I**ndependence. **G**od in our Hearts. **H**igh Achieving. **T**ogether as One Family.

**Attendance Matters! Every school day counts**

**Aims**

St George’s attendance policy aims to ensure that all our pupils are safe, that they all have every opportunity to learn and progress in all aspects of their development. They will have developed routines which mean they are well prepared, both for the next stage of their education and for life.

**Therefore, we expect that all pupils will**:

* attend school every day and strive for 100% school attendance. Every day counts!
* attend school punctually
* attend appropriately prepared for the day
* tell their class teacher or the school office about any problems that may affect their school attendance.

If a child attends for 90% of the time, they miss half a day a week. Over a year this adds up to 4 weeks of learning. Over 7 years (reception to Year 6) it adds up to over 70% of a year.

**It is therefore important that parents and carers**

* ensure regular school attendance.
* ensure that their child arrives at school punctually and prepared for the school day.
* ensure that they contact the school **daily** about absence, whenever their child is unable to attend school. If possible, (e.g. if you child has a hospital appointment), please let us know in advance.
* contact school promptly whenever any problem occurs that may keep their child away from school.
* notify the school of any home circumstances that might affect the behaviour and learning of their child.
* notify school immediately of any changes to contact details.

**The legal situation**

The law states that children who are on roll of maintained schools and academies should attend every school day.

Absence from school can be **authorised** by the Headteacher in the following circumstances:-

|  |  |
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| **Situation** | **What parents/carers must do** |
| The child is ill | Parents/carers are asked to contact the school on the first day of absence by 9.00am to provide the reason for the absence and where possible on each subsequent day of absence. Office staff will contact parents on the first day of absence if a reason for absence has not been given by 9.30am.  Children whose absence is being monitored and is below 90% will be required to bring in proof of attendance to see a doctor for illnesses, unless there is a medical care plan in place. |
| The child has a hospital or dental appointment | Written confirmation (e.g. appointment card) must be provided in advance. Where possible, parents are asked to make medical/dental appointments out of school hours. |
| A near relative has died | Contact the school by 9.00am on each day of absence. |
| In the case of religious observances | Provide written confirmation in advance. |

Examples of **unauthorised** absence include if it involves:

* Shopping/day trip/visit to a theme park;
* A birthday treat;
* Oversleeping due to a late night;
* Looking after other children / other family member;
* Appointments for other family members

**Term Time Holidays**

Family holidays should be taken during the school holiday dates, which are published a year in advance. Please be mindful that absence due to a holiday is not, and never has been, a parent’s entitlement. By law, the Headteacher is unable to authorise any holidays in term time unless there are exceptional circumstances.

Examples of **exceptional circumstance** would be

1. Service personnel returning from a tour of duty abroad where there is evidence that the individual will not have any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health profession as part of a parent or child’s rehabilitation from a medical or emotional issue.

The Headteacher must be notified in advance and evidence must be provided.

Absence from school at the following times **will not be authorised**, in the child’s interest:

1. The first half term of any academic year (applies to all pupils)
2. Year six transition day (for pupils in year six)
3. Examination periods: SAT’s weeks (for pupils in year two/six) Phonics screening weeks (Year one and two).

**Penalty Notices and Fines**

**The Legal Situation**

If a registered pupil is absent without authorisation from school or alternative provision then the parent is guilty under Section 444 (I) of the Education Act 1996 of an offence: failure to secure regular attendance at school of registered pupil.

If the parent knows that their child is failing to attend regularly at school and fails to cause them to do so, then they are similarly guilty of an offence under Section 444(1A) of the Education Act 1996.

Where there is concern about a child’s attendance, school may request that a Penalty Notice through the Education Attendance Service is issued to a parent/carer. This will only be used when parents/carers have been informed of our concerns and offered support but improved attendance is not achieved/sustained.

Penalty Notices will be requested for the following reasons:

1. Persistent late arrival at school after 9.30am
2. Unauthorised absences when no reasons have been provided by the parent/carer
3. Unauthorised holidays during term time

**Changing Schools**

It is important that if families decide to send their child to a different school they inform EC St George’s CE Primary School as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

* Transfer form completed
* The date the pupil will be leaving the school and starting the next school
* The address of the new school and contact from the new school that the child has started
* A new home address if appropriate

The pupil's school records will then be sent to the new school.

In the event that the school has not been informed of the above information, the family will be referred to the Local Authority and a ‘Child Missing in Education’ investigation will be instigated by the LA.

**Punctuality**

**Punctuality – being on time – is a really important routine to learn. It means that the day starts in an orderly way, children are settled, they know what they are doing and they can enjoy their learning.**

**Our Policy:**

**EYFS**

* Doors open in Reception at 8.50am
* Register is taken at 9.00am.
* Any Child arriving after 9.00am must be taken to the office and signed in as late.
* Any Child arriving after 9.30am will be marked as unauthorised late unless there is a valid reason such as a medical appointment (with appointment card).
* Unauthorised lateness will affect the child’s attendance record.
* Children are to be collected from the classroom at 3.15pm.

**Key Stage 1 and Key Stage 2**

* 8.50am Children should enter via their classroom assigned door.
* Register is taken at 9.00am.
* Any child arriving after 9.00am must report to the office and will be signed in as late unless a valid reason is given, e.g. a doctor’s appointment with the appointment card. A member of the office staff will record that they have arrived in school and a ‘late card’ given. This shows the class teacher that they have been registered. Once the teacher has seen the ‘late card’ this will be removed from the child. This is to ensure safeguarding of all children and so that staff are certain they have been registered. Any child arriving after 9.00am at class without a late card will be taken/sent to the office to ensure they are registered.
* Unauthorised lateness will affect the child’s attendance record.
* Any Child arriving after 9.30am will be marked as unauthorised late
* Parents/carers must contact the school before 9.30am to provide a reason for lateness.
* The School will phone parents/carers on a daily basis by 11.00am when the reason for absence is unknown.
* Children are to be collected at 3.15pm.

**How we report to parents and carers**

All absences, both authorised and unauthorised, and lateness will be reported to the Parent/Carer in an ongoing conversation regarding their child’s attendance. During the year parents will be given regular updates. They will receive a printout of their child’s attendance in an annual report and requested to check that the information provided is accurate.

Where there is cause for concern about a child’s attendance, school will follow the below stages:

* **Stage 1** If poor attendance is identified, a letter will be sent to parents explaining the impact of poor attendance (Appendix A). The children will be encouraged to attend school and the school’s attendance reward systems will be followed. There will be a two-week monitoring period. Where the percentage of attendance is increasing the Attendance Lead will continue to monitor. However, if no improvement has been made monitoring will progress to STAGE 2.
* **Stage 2** If there is no improvement in the child’s attendance, parents will be invited to attend a meeting with the Attendance Lead. Parents/carers will be asked to agree to an ‘Attendance Action Plan’ (Appendix B). If the family needs additional agencies to support due to more complex needs, school will offer to assist and lead with this. If the child/children have medical issues school will call a medical planning meeting, which parents will be invited to attend. Where appropriate, the child/children will be invited in for part of the meeting. The school attendance reward system will continue to be applied to encourage attendance and in addition the Attendance Lead will work with the child 1:1 or in a small group. There will be a four-week monitoring period. Where the percentage of attendance is increasing the Attendance Lead will continue to monitor. However, if no improvement has been made monitoring will progress to STAGE 3.
* **Stage 3** If after close monitoring no improvement has been made, the Attendance Lead, following discussion with the Headteacher, will contact the Education Attendance Service for further support. This may lead to a Penalty Notice and proceedings for prosecution will be made by the EWO and Oldham Council’s attendance representatives. This may result in a criminal conviction for parents if found guilty at the Magistrates’ Court.

**Recognising and rewarding excellent attendance**

St George’s celebrates those children who achieve and maintain an excellent attendance record and those who markedly improve their attendance and/or punctuality. Stickers, certificates and reward sessions all form part of the school attendance reward system (Appendix C).

**How we track attendance across the school**

* Attendance data will be collected half termly (six times a year) to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of unauthorised; and children with attendance below 96%. This data will be discussed with the Senior Leadership Team/Governors as part of their regular meetings.
* If concerns are raised by this analysis, parent discussions will occur, either through telephone calls to the parents/carers and/or formal letters stating the attendance and regular lateness of the child and that there is an issue.
* The Attendance Lead will discuss the impact of the School’s Attendance Policy and the strategies used to promote good attendance annually and the Headteacher will recommend an attendance target to the Governing body.
* The Governors will set an annual target of attendance and unauthorised absence. This will be reviewed annually.

**Roles and Responsibilities within The Cranmer Education Trust**

**The Cranmer Education Trust** is responsible for setting annual attendance targets.

**The Governing Body** is responsible for monitoring attendance and punctuality and evaluating the effectiveness of the policy.

**The Headteacher** is responsible for ensuring that effective systems are in place to promote attendance, ensure records are accurate, and follow up with families when the attendance/punctuality of a child is giving cause for concern, in line with safeguarding law, and to see how the school can support the family to enable the children to attend school.

**Attendance Lead**

* Monitors individual pupil, group and whole school attendance and punctuality.
* Works in partnership with key agencies if attendance and/or punctuality becomes a concern.
* Contacts and works with parents/carers regarding any concerns about their child’s attendance.
* Arranges meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
* Monitors attendance data and ensures the Headteacher receives this information every half term.
* Monitors and tracks attendance patterns for all children and prepares relevant attendance reports when necessary – monitoring coding in collaboration with Office Staff.
* Provides attendance “watch” lists to the school office for daily monitoring.
* Coordinates daily punctuality checks with late children.
* Processes all legal documentation regarding attendance monitoring including penalty notices to the Local Authority.

**Class Teacher**

* Provides an accurate record of the attendance of each child in their class by completing the class register promptly.
* Responds promptly to any issue raised in the weekly analysis of registers by the Attendance Lead/Office Staff.
* Organises work to be sent home for children in their class who are expected to be absent for an extended period through sickness.
* Records the reasons for absence given to them on the appropriate electronic system (SIMS).

**Office Staff**

* Records children arriving late or leaving early on a daily basis.
* Prepares, manages and co-ordinates the use of the Attendance Manager System (SIMS).
* Monitors and tracks attendance patterns for all children and prepares relevant attendance reports when necessary – monitoring coding in collaboration with Attendance Lead.
* Contacts any parent/carer who has not informed the school as to why their child is absent on the first day of absence by 11am.
* Uses the text system/telephone call to request a reason from absence from parents.
* Ensures that a satisfactory reason for every absence has been established for each child at the end of each week.
* Makes a judgment in conjunction with the Attendance Lead whether an absence is authorised or unauthorised under the guidance of the Headteacher.

**Education Welfare Officer**

* Enforces the law regarding school attendance.
* Supports the whole school response to attendance through regular meetings and monitoring individual children’s attendance.