Speedwell Infant School, Staveley September 2019

Attendance Policy

Good Attendance

Good attendance is essential if children are to take full advantage of opportunities offered to them at school and to develop the educational and social skills which are to equip them for life.

At Speedwell we aim to achieve good attendance by implementing this policy through the ethos of the school whereby parents, carers, staff and pupils can work together in partnership.

Staff encourage good attendance by liaison with families. We consult other agencies when this is appropriate. We monitor attendance and work to solve any identified problems quickly. We will establish a system of rewards and incentives which acknowledges the efforts of families to improve attendance and time keeping.

Our attendance policy is based on equal opportunities for all.

We aim to

- Promote good attendance as the norm, encouraging the school target of 96% or above for each child.
- Make attendance and punctuality a priority for all at school.
- Help every child to reach their maximum potential by aiming to avoid any unnecessary breaks in their school life.
- Demonstrate that good attendance is valued by the school.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Develop positive and consistent communication between home and school.
- Implement a system of rewards

To achieve this we

- Help children to be more aware of the importance of regular attendance and punctuality by classroom discussion, visiting speakers and a reward system.
- Communicate with parents / carers in relation to their child's attendance and provide regular information about the whole school attendance record.

- Recognise and support the key role of all staff in promoting and monitoring good attendance.
- Apply the Policy consistently

Communication with Parents / Carers

The school communicates regularly with parents about attendance issues through the website, newsletters, meetings and parent / carer consultations.

We attempt to ring all parents / carers on the first day of absence if no explanation has been given for their child's non attendance at school.

Attendance is entered into the school's administrative system. Letters are sent to parents /carers if reasons are not given for absence.

Parents / carers are informed individually if the attendance of their child causes concern.

Rights, Responsibilities and Roles

Parents / Carers:

- Legally responsible for ensuring their child's regular and punctual attendance
- Letting the school know as soon as possible why their child is absent
- Talking to the class teacher or Headteacher as soon as possible about any child's reluctance to come to school, so that problems can be identified quickly and dealt with

The Headteacher is responsible for

- The attendance policy and organisation of a regular review
- Authorising absence in exceptional circumstances
- Monitoring levels of absences and lateness for all children
- Ensuring that pupils are re-integrated successfully after an extended absence
- The organisation of rewards for good attendance
- The organisation of events, e.g. award assemblies, weekly best class attendance teddy
- Supporting families and children
- Supporting staff in monitoring
- Publicising the school's attendance record when required

Department for Education regulations make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In September 2013 the (Pupil Registration) (England) (Amendment) Regulations came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.
Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/annual leave arrangements being made.
Parents/carers may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

The school absence request form can be found in Appendix 1 below.

The Local Authority may issue a penalty notice for unauthorised leave of absence.

The class teacher is responsible for

- Ensuring that the RM Integris register is completed accurately at the beginning of the morning and afternoon sessions
- Liaising with the Headteacher with regard to any concerns regarding attendance and patterns of absence or punctuality
- Ensuring, along with colleagues, that the ethos in the class and the school is supportive of good attendance
- The morning register is completed by 9.00 a.m and the afternoon register by 1.20 p.m

The School Business Officer is responsible for

- Ensuring that letters are sent to parents / carers and the information returned is recorded
- Producing reports required by the Headteacher and the LA
- Ensuring that records of absence are kept confidential
- Weekly attendance % for each class

The School Business Assistant is responsible for

- Ensuring that the RM Integris registers are completed
- Entering into the RM Integris registers the absence codes. The school registers are officially closed at 9.30am and 1.45pm. Children arriving late after 9.05am and 1.25pm but before 9.30am and 1.45pm will be marked with an 'L'. This is counted as a present mark. Children arriving after 9.30am and 1.45pm are marked with a 'U' or other relevant code depending on the circumstances of the lateness. This shows an unauthorised absence or the reason for the lateness. This distinction is required by government legislation.
- Telephoning parents / carers on the first day of absence if an explanation has not been received by the school

- Recording verbal and telephone messages from parents in writing and adding the information in “notes” in RM Integris

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness through monitoring of attendance of the whole school.
This policy has been discussed with all members of staff.

It has been agreed by the Governing Body.

Chair of Governors
Date

Appendix 1 – School absence request form