

**SPELLBROOK C of E PRIMARY SCHOOL (vc)**

*Learn together, Enjoy together, Succeed together*

**Attendance Policy**

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| ***Document Information*** |
| **Policy Number:** | SPS-014-v3 | **Created by:** | Children’s Services Mrs ViseHeadteacher |
| **Section:** | School Management | **Type:** | Adapted from an HCC Model policy. |
| **Reviewed by:** | FGB | **Responsibility:** | FGB |
| **Last Review:** | 28th September 2016 | **Next Review:** | Setember 2017 |
| **Review Cycle:** | Annual | **Ratified by FGB:** | 28th September 2016 |
| **Signature (FGB)** | Not Required | **Signature (Head)** | Not Required |

The following amendments have been made to this policy since the ‘ratified by’ date.

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| Date | Page number | Section | Details of change |
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These changes / recommendations will be reviewed / ratified by Full Governing Body for the ‘review cycle’ as quoted above.

**Attendance Policy**

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. Spellbrook C of E Primary School expects and encourages all children to attend every day, as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning. There is a direct link between underachievement and poor attendance. Pupils who attend school regularly make better progress, both academically and socially. They find learning more satisfying and cope better with school work and school routines.

Spellbrook C of E Primary School believes that good school attendance assists children and young people to achieve the following 5 outcomes:

* To be healthy
* To stay safe
* To enjoy and achieve
* To make a positive contribution
* To achieve economic well-being

Section 7 of the Education Act 1996 states; it is the duty of parents to secure education of children of compulsory school age.

 **E+W**

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have, either by regular attendance at school or otherwise*

**Target Setting/Monitoring**

Spellbrook C of E Primary School aims to maintain an overall whole school attendance above 96%. The level of attendance can be summarised as below:

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| Above 96% | Good attendance which will help all aspects of pupil’s progress and life in school. |
| 85% - 95% | Attendance requires improvement. Depending on the reason(s) resulting in these attendance figures, the School may contact parents/ carers in order to improve the situation. |
| Below 85% | Unacceptable attendance which is causing serious concern and has a serious negative impact on pupil’s attainment and progress. The School will work with parents/ carers and the Attendance Improvement Officer to improve the pupil’s attendance. |

**Expectations**

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

The expectations for **school** are:

* To provide a safe learning environment
* To ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
* To encourage good attendance and to investigate all unexplained and unjustified absence
* To follow up all instances of poor attendance and punctuality
* To keep parents informed of their child’s attendance/punctuality record
* To work closely with parents should attendance or punctuality give cause for concern
* For school staff to set a good example in matters of attendance and punctuality

The expectations for **parents** are:

* To be legally responsible for ensuring their child’s regular and punctual attendance
* To ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
* To inform school on the first day of absence the reason for their child’s absence from school
* To avoid arranging family holidays during term time
* To maintain regular communication with school staff where necessary
* To ensure that school are informed of any changes of contact details

The expectations for **pupils** are:

* To attend school and all of their lessons regularly and punctually
* To hand any note giving reasons for absence to the relevant person
* To be ready to learn
* To not leave the school without permission

**Doors open**

* Breakfast Club opens at **8.00 am.**
* School doors open at **8.40 am**. Pupils may enter the building at that time. **Parents should not leave their child on the school premises until a member of staff is outside to supervise them.**

**Registration**

* Registers are called at **8.55 am** and **1.00 pm**. Registers close at **9.05 am** and **1.05 pm**. Registers are marked consistently by staff.
* Any pupil arriving after closure of the register will be marked absent for the whole of the session
* Pupils should be called by name and respond in the prescribed formal manner – ‘here’, ‘present’ etc.
* Registers will be marked in accordance with DfE guidance.

**Lateness**

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| Registration opens at 8:55 am and 1:00 pm and closes at 9:05 am and 1:05pm. Any pupil arriving after **8.55 am** or **1.00 pm** will be marked as late in the register (code ???)  |
| Pupils arriving after **9.05 am** or **1.05 pm** should be signed in by their parent / carer into the late book in the main reception area |
| Entries in the late book will be transferred to the computerised registration system (code ???) |

**Following up Lateness**

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| Office staff will have responsibility for collating lists of pupils arriving late  |
| Parents, whose children are regularly late for school, will be contacted by Mrs Vise who will work with the parent(s) to bring about an improvement in punctuality.  |

**Absences**

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| Parents must provide an explanation for all absences from school.  |
| Mrs Vise will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent who authorise absence. |
| Absence from school may be authorised if it is for the following reasons:* Sickness
* Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside of school hours)
* Days of religious observance
* Exceptional family circumstances such as bereavement
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| Absence from school will not be authorised for the following reasons:* Holidays in term time
* Looking after siblings or parents who are unwell
* Birthdays
* Shopping
* Funeral of distant relative involving more than one day of absence
* Pet going to the Vet / Death
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**Following up Absences**

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| Spellbrook C of E Primary School follows up all absences from school |
| If no reason has been provided for a pupil’s absence by **9.00 am** on the first day of absence, a parent of the pupil will be contacted by office staff. |
| If no reason has been provided for a pupil’s absence after 3 consecutive days, a letter will be sent to the parent of the pupil and the attendance improvement officer notified. |
| If a pupil returns to school after an absence without a written explanation from his/her parent and this has still not been received within 2 days, a letter requesting this will be sent to his/her parents |
| Pupils whose attendance is less than 90% will have an Action Plan set up with regular reviews of attendance until they have reached their target attendance |
| If the pupil’s attendance does not improve sufficiently the school will refer the pupil to the Attendance Improvement Officer. |

**Leaving and returning to School during the School Day**

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| Pupils/parents must notify the school office if the pupil is required to leave the school site during the school day |
| Parents should sign their child out of school in the record book by the school office |
| Parents must sign their child back into school on their return |
| The signing in and out record book will be the responsibility of office staff to bring out in the event of fire |

**First Day Response**

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| Spellbrook C of E Primary School uses First Day Response for all pupils  |
| First Day Response phone calls will be made after 9.30 am |
| First Day Response phone calls will be triggered by non-attendance of a pupil with no explanation given |
| First Day Response phone calls will be made by office staff |
| Headteacher is responsible for deciding whether to authorise absences notified through First Day Response  |
| The telephone contact list will be updated by office staff |
| Registers will be updated with First Day Response information by office staff |

**Term Time Holidays**

**Spellbrook C of E Primary School cannot authorise family holidays during term time other than in truly exceptional circumstances.**

**Penalty Notices**

At Spellbrook C of E Primary School we expect parents to work with us to address attendance problems. If a pupil has at least 15 sessions (half day = 1 session) unauthorised absence in the current and or previous term term, the Head Teacher may ask the local authority (LA) to issue a Penalty Notice. The Fixed Penalty Fine issued by the LA will be £60, per parent, if paid within 21 days or £120, per parent, if paid within 28 days. If the penalty is not paid the LA may prosecute the parents for their child’s irregular attendance.

Fixed Penalty Notices are supported by both the LA and the Department for Education. For Hertfordshire Code of Conduct see Appendix 1.

**School Strategies for Promoting Attendance**

At Spellbrook C of E Primary School we expect our pupils’ attendance to be good. In order to achieve this we will:

* Offer an environment in which pupils feel valued and welcomed. The school’s inclusive ethos ensures pupils feel that their presence in school is important and that they will be missed when they are absent/late
* Offer an exciting and challenging curriculum for all pupils. Every effort will be made to ensure that learning tasks are matched to pupils’ needs
* Regularly remind parents (via newsletters, parents’ evenings, annual report etc.) of the importance of good attendance.

We are proud of the opportunities we provide at Spellbrook C of E Primary school for our children to develop skills outside of the curriculum – e.g. prefects, school council, eco action team, sports teams. **We expect children that are given opportunities to represent the school to be good role models and for their attendance to be exemplary.**

**Integrated Working**

Spellbrook C of E PrimarySchool works with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance.

We will demonstrate full commitment to integrated working by:

• Using the Common Assessment Framework

• Sharing information

• Encouraging our staff to take on the role of Lead Professional in multi-agency meetings

• Working with other agencies and being part of ‘teams around the family’

**Working with the Attendance Improvement Officer (AIO)**

Spellbrook C of E Primary School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school. We will provide Information to enable the AIO to carry out an effective consultation visit and/or home visit when necessary.

We will work with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO the school will make a referral to Children’s Services for the AIO to work with the family on a formal basis.

**Publication of Information**

Spellbrook C of E Primary School shares information on individual pupils’ attendance as necessary with parents, pupils and staff by:

* providing current attendance statistics on the school website
* providing attendance information and statistics in each newsletter
* ensuring that attendance is a standing item on the agenda of school Governors’ meetings

**Appendix 1**