



# Attendance Policy

<b>Date Governors Agreed:</b>	February 2018
<b>Date to be next reviewed:</b>	September 2018
<b>Head Teacher signature:</b>	
<b>Chair of Governors signature:</b>	

# **South Grove Attendance Policy**

## **Aims and Ethos**

We believe that punctuality and good attendance are essential for all pupils to ensure they can benefit from their education and reach their full potential, both academically and socially. We will try to ensure that all pupils achieve maximum possible attendance and that any problems impeding full attendance are identified and acted upon as soon as possible. The school aims at 100% attendance for pupils and values good attendance.

## **Roles and Responsibilities**

### **Parents, Guardians and Pupils**

Parents, guardians of children of compulsory school age are legally required to ensure that they receive full-time education. Parents, guardians are also responsible for informing the school of any absence as soon as possible preferably on the first day of the absence. This can be done by telephoning the school, by personal contact or by note or letter. They should state the reason for absence and when the child is expected to return to school. Pupils are expected to attend school regularly and to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance by the school. Parents should ensure that their children arrive at school prepared to take part in the school day.

### **Governors**

The governing body of South Grove Primary School has ultimate responsibility for attendance at school. This is delegated on a daily basis through the Head Teacher to the Extended School Leader. Governors regularly monitor the effectiveness of attendance policy and practice.

### **School Attendance Leader**

The designated senior member of staff responsible for absence at South Grove Primary School is the Extended School Leader.

The Extended School Leader is supported by the Education Welfare Officer and Attendance Administrative Officer.

Each half term, children with punctuality and attendance problems (at risk children) are identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility. The Extended School Leader then liaises with the LBWF Education Welfare Officer and parent/carers in the first instance and external agencies including, EP (Educational Psychologists) and Social Services if the situation is not resolved.(see Appendix I for school's procedure)

### **Class Teachers**

Our registers are computerised and taken at 8.45am and 1.00pm (Years R,1,2,3) 1.30 pm (Years 4,5,6). The registers close 30 minutes from the start of the school day. The time of late arrivals is noted and absences recorded, in the class register. The registers are examined, absence and lateness noted. Class teachers are responsible for identifying children with regular poor attendance and punctuality to ensure that no child is missed in the procedure. Teachers can complete child protection concern forms, discuss with Phase Leaders at weekly meetings, highlight children at pupil termly pupil progress meetings and inclusion surgeries.

## **Attendance Administrative Officer**

The Attendance Administrative Officer provides a key role in the promotion of punctual attendance. At South Grove we apply a First Day Contact approach. We note all late children each day, monitoring children over the week and if more than two late marks, we contact the parent/carer of the recorded absent children. The Admin Officer may contact parent/carers when there is an attendance or lateness concern. If absence is unexplained, the Attendance Officer contacts parents, logging reasons on SIMs. This allows us to closely monitor all absences and displays to the parents/carers our commitment to the welfare and attendance of their children.

Parent/Carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the LEA.

## **Leave of Absence**

South Grove Primary School can approve absence. The school does not have to accept the parent/carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that the school categorises as authorised absence. The guidelines are based on the needs of the community and the kinds of reasons parent/carers may wish their children to take leave of absence.

These are the guidelines South Grove Primary School follow:

- Illness, medical and dental appointments.
- Family bereavements
- A leave of absence application to the Governing body must be made at least four weeks in advance if permission for extended visit to relatives living abroad is being sought in term time. Parents should let the school know how long the child will be away and give the return date. If a child fails to return from an extended visit or at the beginning of a new term and no communication has been received from the parent/guardian the school will apply for the child to be taken off the school role if contact cannot be made with the family and after 10 school days from the date given for return. The maximum amount that we grant as a C for circumstance is three days.
- Attending a religious observance
- Off-site activities (These fall into two categories; educational visits or individual activities e.g. an examination)
- Exclusion (Excluded pupils are treated as authorised absence. They will remain on the school's register unless permanently excluded when the situation has to be reviewed)

## **Extended Holiday**

South Grove Primary School operates a zero tolerance approach to extended holidays and notifies parents/carers of this so that they can make informed decision about removing children from school for this reason. This is in line with Government policy. We issue fixed term fines. Currently the fine is £120 per child for each parent. If this is paid within 14 days the fine is reduced by 50%. Our intention in issuing fines is to emphasise the importance and negative impact on children's progress and achievement caused by extended periods of absence.

## **Lateness**

We open the school doors at 8.45 am and expect pupils to arrive in school punctually. Lateness after the registers shut is marked as absence. All lates are recorded by the Admin officer and are closely monitored by the Extended School Leader. If a pupil regularly arrives late for school we monitor and give support to develop strategies to improve their punctuality.

## **Breakfast Club**

We have an established Breakfast Club at South Grove. The aim of the club is to promote punctuality and good attendance. Children are identified with poor punctuality/attendance and these targeted children are invited to attend Breakfast Club. Breakfast Club is run by trained school staff and is open at 7.30am.

## **Late Collection of Children**

Children who are collected late have their name recorded. If the problem is serious or persistent then it will be investigated by the Extended School Leader. Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children.

## **School Procedures**

The school monitors attendance and lateness weekly. Children with attendance below 96% are recorded half termly with actions following agreed procedure. The Extended School Leader leads on this, directing the work of the EWO (see Appendix I). Weekly meetings ensure that vulnerable children are monitored.

## ATTENDANCE MONITORING PROCEDURES

Attendance %	Action	Led by	Time
Unauthorised Holiday Code G	1 Zero tolerance policy 2 Parents must apply for leave of absence. 3 Headteacher will respond in writing indicating concern and intention to fine (letter G) Letter in file. 4 On children's return, referral made to process fixed penalty fine. Letter in file, 5 All penalty notices reported in newsletter.	BM	As necessary
Illness	1 Calls or text messages made to absent children's parents BY 11am daily. 2 N code followed up during the week. 3 Persistent absence to be monitored. All below 90 to get a letter. 4.If no improvement refer to EWO 5. Illness during week before and after school holidays will only be authorised with Dr's certification.	BM ZE	Daily weekly
100 % termly	1 Certificates awarded termly 2 Parents letters sent 3 Photos on Website/newsletter,	JM BM ZE	Termly
98%	Good attendance certificate awarded termly.	JM BM	Termly
92-95%	1 Send letter to parents sharing concern. 2 Teachers given % attendance weekly in bulletin. Any concerns passed to BM 3 Call home where there unexplained absences 4 EWO and/or Attendance lead visit home if there is ground for concern. Letter	BM ZE	Weekly
90-92%	1 Parents may be invited to meeting in school with EWO and Attendance lead 2 EWO and Attendance lead to monitor weekly. 3 Clasteacher to report any concerns. 4 EWO referral.	BM EWO	Weekly
<90% is persistent absence.	1 Discussion with EWO. 2 School Attendance panel meeting with parents, EWO and Attendance lead if no improvement ,EWO to issue Notification of parental responsibility . 3 Proceed to magistrate's court if no significant improvement.	BM EWO	Weekly
Lateness	1. Any child with two or more lates after registers close mayl receive a letter home. 2. Meeting with Attendance lead.	BM KHL ZE	Daily

Agreed by Governors: 22.2.18

Next Review July 18 (Presented to Governors September 2018)

Signed..... Date.....