

Oldfleet Primary School



Attendance Policy

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Attendance Statement of Policy

Oldfleet Primary School believes that every child has a right to access the education to which he/she is entitled. Parents/carers and teachers share the responsibility for ensuring that attendance is seen as a crucial aspect of learning and that attendance rates are extremely high. We believe that good attendance should be rewarded and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

Statement of Policy Review

Governors have agreed that this policy will be reviewed on a three yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be July 2017

Responsibilities

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. Parents/carers should work closely with school staff to overcome any problems which may affect a child's attendance.

Oldfleet Primary School will encourage and value high attendance rates. The school will recognise the external factors which influence pupil attendance and will work in partnership with parents, the Education Welfare Service and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance by defining expectations with pupils and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

Procedures

Registration

Registration will be carried out electronically at 9.00am and at 1.00pm in the classrooms. Pupils arriving after these times, but before registration close will be coded 'L' for late. Pupils arriving after registration closes need to report to the school office. Registers close at 9.15am.

Absences

All absences will be recorded as either authorised or unauthorised. Should any explanation for an absence not be received or the explanation deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as shopping, daytrips, birthdays and missing the bus).

Parents/carers are advised to inform the school of any absence as soon as possible. The school will contact parents/carers to request reasons for absence if none have been provided by 9.15am. A written note, phone call or other communication will be recorded by the administration staff.

Lateness

Pupils who arrive to school after morning or afternoon registration has closed should sign in at the school office.

Term-Time Holidays

The Governing Body no longer authorise holidays in school time unless the employer initiates a full works close down, which will need to be supported by a letter from the employer, or if there is a medical reason which is supported by a letter or certificate from the doctor. I have been asked by the Governing Body to remind all parents and carers that the Local Authority may issue a penalty notice for unauthorised absence due to a holiday in term time.

Education Welfare Officer

The Education Welfare Officer will support the regular school attendance and help remove any barriers which may be preventing a pupil from fully accessing the education to which he/she is entitled.

Communication

The school's Attendance Policy will be communicated through:

- Regular newsletter items
- Through the school website

Strategies for dealing with attendance

- A statement of attendance will appear on each pupil's report
- Electronic and/or first day calling to parents/carers will be used
- Standard letters home asking for reasons for absence will be used where no reasons are provided
- Standard letters, sent termly will be used where attendance is a concern in liaison with the Educational Welfare Officer
- Systematic checking of attendance of specific pupils selected because of previous history, or whose attendance gives cause for concern
- Persistent absence (PA) figures will be monitored.

Attendance Rewards

- The attendance rewards were introduced to promote school attendance in a positive way. Consequently, any pupil recording 96% attendance or higher in the previous half term are rewarded with additional points.

Children Missing Education

- When a pupil is recorded as being absent and the school cannot contact parents/carers the EWO will visit the property on the first day of absence and leave a dated calling card if the property is empty.
- The EWO will continue to call at the property on a daily basis, leaving a dated calling card for a maximum period of five working days.
- If the property remains empty for longer than 5 working days, the EWO will refer the matter to the senior EWO, who will undertake further investigation.
- If the senior EWO cannot make contact with parents/carers within 2 working days, the matter will be referred to the Children Missing Education Officer at Hull City Council.