



ATTENDANCE POLICY



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INTRODUCTION

At Holbrook School we believe that regular attendance by pupils is a crucial factor in raising achievement. We also consider that the prevention of unauthorised absence forms an integral part of our policy to promote good behaviour, discipline and raises achievement.

1. AIMS

- 1.1 To encourage and secure attendance and to bring the school attendance levels in line with national average (96%) and better than lowest 10% (94.2%)
- 1.2 To reduce the incidence of unauthorised absence
- 1.3 To eliminate extended holidays
- 1.4 To reward good or significantly improved attendance
- 1.5 To ensure regular monitoring of attendance at school and individual level
- 1.6 To enhance opportunities for disaffected pupils
- 1.7 To improve punctuality
- 1.8 To keep all pupils safe

2. RATIONALE

In the development and implementation of this policy we have identified the following as important elements.

- 2.1 The use of a computerised attendance system
- 2.2 The maintenance of close working relationships with the Children and Families First Team (CFFT)
- 2.3 Raising the profile of attendance across the whole school
- 2.4 The support and involvement of parents
- 2.5 The involvement of the school's Learning Mentors

3. PROCEDURES FOR COMPLETING REGISTERS

- 3.1 Class teachers are required to mark on line and paper registers at the start of each session. An absence report is completed each week by the Learning Mentor with responsibility for attendance. The absence report identifies absences and shows whether these were authorised or unauthorised.
- 3.2 An authorised absence is one where the school has accepted the explanation offered as a satisfactory justification for the absence. Examples of authorised absences would include:
 - Illness, medical and dental appointments
 - Days of religious observance, previously agreed by headteacher
 - Interviews for school places
 - Dual registration with a special school, PRU or other educational establishment
 - Exclusion
 - Family bereavement (close family relatives - short period of time agreed with headteacher)

Other absences will be unauthorised. Where teachers or learning mentors are uncertain they must seek advice from the head teacher.

- 3.3 Where parents do not offer any explanation for an absence we will send letters, texts or telephone to establish a reason for the absence. If the absence continues, we will carry out a home visit and where we have concerns, request a safe and well check from the police.
- 3.4 The registers remain open in classrooms until 8.45 am. Children who arrive between 8.45 and 9.15 will be marked late and their names entered into the lates book together with a reason for the lateness.
- 3.5 Children who arrive later than 9.30 will be marked with a U – arrived after registers have closed. In effect this mark shows that the children are in school (needed for health and safety) but this session cannot count towards their attendance.

4. SCHOOL AND CFFT PARTNERSHIP

- 4.1 The school works very closely with its Children and Families First Team (CFFT) to promote good attendance. The CFFW visits the school fortnightly to review attendance patterns.
When staff are concerned about a child's attendance they inform the learning mentor who will investigate and take appropriate action e.g. a home visit, an agreed plan. The outcome of the referral is communicated to the head teacher and a copy placed in the LM's attendance file. Where the Learning Mentor is unable to resolve the matter she will refer to CFFT.
- 4.2 Children whose attendance is of concern are placed on the targeted children list and their attendance is monitored weekly.
- 4.3 The CFFW and the Learning Mentors meet fortnightly to review school attendance. At this meeting the attendance of targeted children is reviewed and actions planned as necessary. Pro active work is also planned e.g. Early Bird Scheme, highest attending class of the week - reward scheme (KS1 and KS2), termly attendance certificates, individual reward scheme.
- 4.4 A member of CFFT monitors registers termly and pupils whose attendance falls below 85% are identified. A range of strategies are employed to improve attendance.
 - Awareness raising letters to parents with a computerised print out showing pattern and percentage of absence
 - Home visit from CFFT or Learning Mentor
 - Invitation to parent to attend an interview with the teacher, Assistant Headteacher or Head teacher to discuss ways of improving attendance
 - Collaborative work with the school nurse to work with parents whose children have frequent absences due to medical reasons
- 4.5 Learning Mentors and CFFT may also provide a range of other support:
 - Intensive support work for individual pupils
 - Group work with pupils identified as being vulnerable
 - Work with parents supporting those in difficulties over their child's attendance or over a broader range of problems
 - Co-ordination of interagency meetings involving others, such as Behaviour Support Services, Social services, Child and Mental Health Services, MDT
 - In-service training for staff

5. Parental Involvement

- 5.1 We believe that the involvement of parents is one of the key issues in addressing issues surrounding improving attendance. We will ensure that parents are made aware of their responsibilities with regard to attendance in line with government guidance, i.e. parents should ensure that children attend school regularly, arrive on time and are properly attired and in a condition to learn.
- 5.2 Parents are required to let school know when a child is absent and provide a reason. This is made clear to them on admission to school and also in our newsletters. We would normally expect notification on the first day of absence.
- 5.3 Absences are monitored and unexplained absences are followed up with a request for an explanation.
- 5.4 In cases where unacceptable reasons are given, e.g. parents have taken a child shopping, the school will record the absence as unauthorised. If the absence is repeated we will involve the CFFT.
- 5.5 In cases where we believe a child to be “home alone” or caring for siblings with no adult present, we will phone the police who will manage the situation, making the necessary referrals to Social Care and Safeguarding .

6. Extended Holidays

- 6.1 Following amended guidelines from the DFE, we will not authorise any extended holidays.
- 6.2 We require all parents to meet with the headteacher to explain possible extended absence.
- 6.3 All parents taking their child out of school for an extended holiday will be informed of the impact of this on their child’s education.
- 6.4 Parents will be requested to complete a form in this meeting, to confirm that they have been made aware of the detrimental effect of the extended holiday on their child’s education.
- 6.5 Parents will be asked to confirm that they acknowledge the absence will be unauthorised
- 6.6 All parents receive a letter annually stating that if their child is absent from school for five or more days and is above the age of five, they will incur a fine. This fine is for both parents.
- 6.7 If the child is absent from school for 20 days or more, they will be taken off the school roll. A missing person report will be filed and a letter sent to the last known home address.
- 6.8 Where concerns arise of female pupils being at risk of FGM, questions will be asked around this in the meeting with the headteacher to ensure the child’s safety. Where concerns still persist, an urgent referral will be made to RAS (Referral and Assessment Service)

7. RAISING THE PROFILE OF SCHOOL ATTENDANCE

- 7.1 We believe that good or improving attendance should be rewarded at individual and class level.
- 7.2 Each term children who have achieved 100% attendance will receive a certificate in awards assembly. Children whose attendance is 100% for a whole year receive a prize. Children who have attendance of 96% or better will also receive a certificate and a termly reward e.g. free film and pop corn, fun day.
- 7.3 Each class attendance is featured in the weekly school newsletter. Our target and current attendance target of 96% is displayed on a noticeboard in the entrance area to the school.

- 7.4 The highest attending class each week will be given £5 towards the purchase of classroom equipment. Children will be made aware of the highest attending class in the award's assembly.
- 7.5 During the course of the year we will run the Early Bird Scheme to promote attendance and punctuality.
- 7.6 Children who have patterns of poor attendance or punctuality will be set targets and rewarded for achieving these targets. LMs will make direct contact with these parents at times such as family assembly or parents evening.
- 7.7 All children have an attendance target and this is reviewed termly and commented on at parents' evenings.

8. REMOVAL OF PUPILS' NAMES FROM THE REGISTER

- 8.1 A child's name will be removed from the register if they move to another address and hence change schools. This may only be done with the head's consent once it is clear that another school are admitting the pupil.
- 8.2 If a child has "disappeared" from the area without explanation, the CFFT should be informed and all attempts made to ascertain the whereabouts of the child. This might involve telephoning emergency contacts previously given to school or home visiting.
- 8.3 If this does not produce any information and there are serious concerns for a child's safety then CFFT should be informed and she will file a "Missing Child" report.
- 8.4 If a child changes to attend a non-statutory school e.g. the Islamic School, we will ask the CFFT to visit the school before removing a child's name from the register in order to confirm that the child has taken up a place at this school.

Governors fully support the school with this policy and support the headteacher with its implementation.



Confirmation of meeting between HT and parents to discuss impact of extended absence on child's achievement

The school recommendation is that you do not take your child out of school for holidays. Permission will not be given and the absence from school will be unauthorised. All unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance, whatever the reason, even if the family representative feels that the absence is of 'unavoidable cause.'

Child/ren who are absent for more than 20 days will be removed from roll and there can be no guarantee of a school place being available on return.

Notification of Extended Holiday

Name of child(ren) _____ Class _____
 _____ Class _____

Address _____

Reason for unauthorised absence _____

Dates of unauthorised absence from _____ until _____

I understand that removing my child from school will have a detrimental effect on their education and will incur a penalty fine.

Signature of parent(s)/carer(s) _____ Date _____

Print full name _____

Contact address/ phone number whilst away _____

Office use only

Name of child _____ Class _____ Current attendance _____ %

Name of child _____ Class _____ Current attendance _____ %

Name of child _____ Class _____ Current attendance _____ %

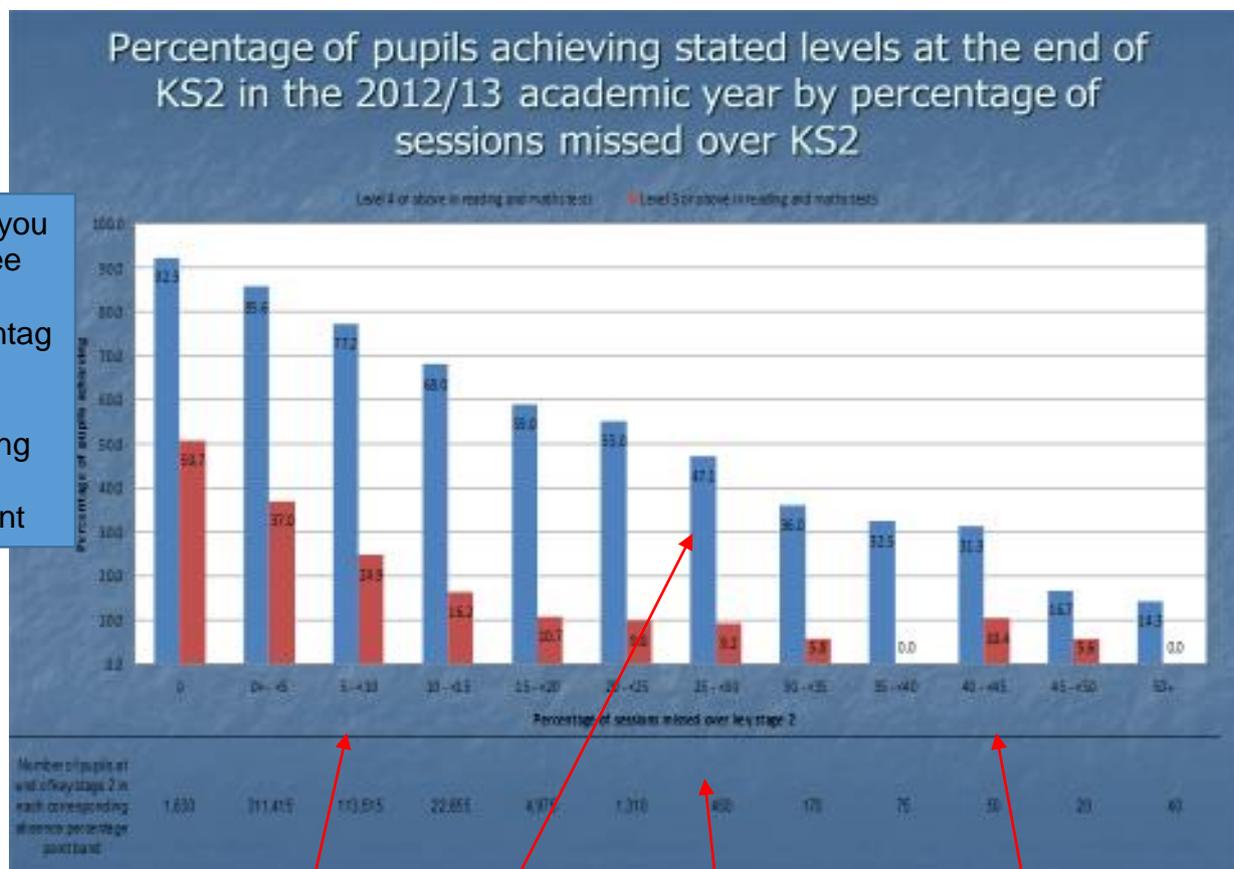
The parents have informed the school that the above children listed, are being removed from school for the dates specified .

This absence will be recorded on the school register as unauthorised and will incur a fine

Signature _____ Date _____

Headteacher

Do you know the impact of your child not attending school regularly, being late or taking extended holiday?



Here, you can see the percentage of pupils attaining at the different

The blue lines on the graph show the number of pupils nationally, who gained national expectations in their end of Key stage two tests, so the tests at the end of year six.

The red lines show the number of children who achieved level 5 nationally. (above the national expectation)

Along the bottom, shows the number of sessions missed at school, over key stage two. (Two sessions equals one day)

If a child misses just **TWO WEEKS OF SCHOOL OVER THE WHOLE OF KEY STAGE TWO- YEARS THREE TO SIX**, you, as their parent have reduced their chances of achieving national expectations by over **50%**.