



Scampton Pollyplatt Community Primary School

Attendance Policy

Rational

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Scampton Pollyplatt Community Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. We also recognise the impact one child's absence has on the rest of the classes learning as time has to be spent with the absentee ensuring they catch up with their learning.

Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.

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- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Procedures

- Parents / carers are asked to telephone or text everyday of a child's absence by 9:30. The office staff will ring parents / carers who have not contacted school.
- The reason for absences are recorded on the message pad. One copy is placed in the class register; the other remains in the office.
- In the register, a present mark is recorded using a diagonal line. If the child is absent during registration then the register is left blank.
- Registration starts when the gates open at 8:45 and closes at 9:15. Anyone arriving after the register has been returned to the office will need to report to the office. The register will be adjusted straightaway.
- If a pupil is present when the register is taken, either am or pm, the child is marked as present even if they subsequently leave for an appointment.
- The absence code (see appendix 1) is entered into the register when the reason slip is filed in the register. Absence codes are recorded in red.
- All children arriving after the register is sent back to the office need to report to the office. The office staff will enter the code L in red into the register straight away.
- On the 3rd day of absence, parents should contact school, by email, text or phone, to state whether they have sought medical advice. They should then contact the school on a daily basis for updates. If there is no communication, school will contact.

Monitoring

- Attendance analysis reports will be reviewed fortnightly by the head teacher on a Tuesday morning.
- Attendance that falls below 90% will be highlighted and the reasons be examined. Unauthorised absences will also be monitored in the same way.

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- Letters will be sent to every parent of children whose attendance falls below 90% (see appendix 2).
- Where no improvement is made an invitation to meet with the head teacher will be offered for an action planning session which may include a referral to the EWO service.
- An attendance return will be placed in every Head Teacher's Report.
- The safeguarding governor will ask if there are any absences that form a pattern which may be of a safeguarding matter.

Rewards

- Every term, a different coloured badge will be presented to the children who have 100% attendance in that term. The children will be able to collect 6 badges in a full year.
- The names of all of the children who have 100% attendance during the term will have their names published in the newsletter.
- Children who have 100% attendance during a year will receive a certificate at the end of the year.

Leave of Absences

- Parents can request a leave of absence for their child by completing a Request for Pupil's Leave of Absence form (see appendix 3).
- A letter responding to the request will be sent (see appendix 4) within 5 working days.
- Where the leave of absence is granted, the corresponding code will be added to the register.
- Where the leave of absence is not granted but the pupil does not attend school then they will receive an unauthorised absence.
- Where the leave of absence is not granted and it is felt this is unfair then parents should follow the school's complaints policy.

Appendix 1 – Absence Codes

Dept of Education Attendance Codes

Code	Description	Statistical Meaning
/	Present	Present
N	No reason yet provided for absence	Unauthorised Absence (Default Absence Code)
B	Educated off site - (Not Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another code)	Authorised Absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised Absence
F	No longer used since Sept 2013	
G	Family holiday - (Not agreed)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness - (Not medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
M	Medical/ Dental appointments	Authorised Absence
O	Unauthorised Absence (not covered by any other code/description)	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
V	Educational Visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
L	Late - (before registers closed)	Present
U	Late - (after registers closed)	Unauthorised Absence
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances (Snow, Industrial Action, Heating failures, Bus broke down etc)	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	Planned whole or partial school closure (Royal Events, School used as a Polling Station, etc)	Not counted in possible attendances

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Appendix 2 – Sample Letter

Dear Parent/Carer

Attendance Alert


As you know, attendance is a very important part of your child's school career. At Pollyplatt we are committed to raising children's attendance to ensure that they have the opportunity to get the best from their education.

*****]has an attendance of *****% so far this year, which is at risk of falling below the Government's annual target of 94% for every child.

There may be a good reason for this level of absence and we are grateful for your communication when your child is absent from school. However, we would ask you to support your child to aim for full attendance for the rest of the year.

We will continue to monitor attendance on a weekly basis and if you have any concerns, please do not hesitate to contact me at any time. Our aim is to help your child achieve their full potential and we know you support us in this.

Yours sincerely



JOHN BEAVEN

Headteacher

Appendix 3 - Request for Pupil's Leave of Absence form

Request for Pupil's Leave of Absence

Name of Pupil _____

Class _____

I would like to take my child out of school from (first day of absence) _____

to (last day) _____.

because of (please tick)

Parent employment conditions (please provide a letter confirming this)

Family trauma e.g. bereavement and illness – further details _____

Immediate family wedding e.g. parents – relationship to child _____

Religious circumstances e.g. confirmation – further details _____

Attending award ceremonies – for _____

when _____

reason _____

Signed _____ (parent or carer)

Date _____

You must not book anything before the period of absence is granted.

Appendix 4 - Request for Pupil's Leave of Absence form response letter

Dear Parent/Carer

Pupil's Leave of Absence Response letter

Thank you for your application for a leave of absence for your child from (dates inserted).

The leave of absence

- Has been granted and will be recorded in the register as an authorised absence.

- Has not been granted because..... If you still decide to take your child out of school then their absence will be recorded as unauthorised.

We ask that parents are mindful of every child's absence and its effect on the rest of their class when they return. Please complete the slip below and return it to the office as soon as possible.

Yours sincerely



JOHN BEAVEN

Headteacher

Please complete and return this slip to the office:

Childs Name: _____

Date: _____

Leave of Absence Dates: _____

Please tick as appropriate:

- My child will be in school on these dates.

- I intend to take my child out of school for these dates.

Parent / Carer Name: _____

Parent / Carer Signature: _____