



Park Spring Primary School

"Achieving Together"

PARK SPRING PRIMARY SCHOOL ATTENDANCE POLICY

At Park Spring School we are committed to safeguarding and promoting the wellbeing of all children and we expect all staff and volunteers to share this commitment.

The Park Spring Attendance Policy aims to:-

- raise attainment and achievement levels by having high expectations of attendance
- report back half termly on attendance to parents (more frequently for poor attenders)
- support our families so that their children maintain high attendance levels

Child attainment and achievement depends on regular presence in school. Any absence leads to missed learning and other experiences and may cause difficulties with social relationships. These can encourage an increased pattern of non-attendance.

Encouraging good attendance is the shared responsibility of the school, the parent and partners in L.C.C. Children's Services. Parents have a responsibility to see that their children receive the appropriate education and it is the responsibility of L.C.C. Children's Services through its Attendance Service to ensure that this happens.

At Park Spring we intend to:

- deliver a motivating, relevant, accessible curriculum to all children;
- maintain high expectations in relation to attendance; all children should be aware that every day counts and that their attendance is important;
- encourage and celebrate good attendance through our reward systems.

COLLECTION OF DATA

Electronic registration takes place within 20 minutes of the morning and afternoon session starting -

All class teachers are responsible for marking registers on time.

Children arriving after registration will be given a late mark. Children arriving ½ hr after the start of the school session will be recorded as unauthorised absence for that session.

(Morning = 1 session Afternoon = 1 session)

USE OF DATA

The efficient and speedy collection of the data is essential to the development of effective strategies for action. Data is required to monitor;

- Individual absence and lateness at school
- Patterns of lateness and absence and the identification of trends by:

(i) Year Groups (ii) Weekly patterns (iii) Patterns and nature of unauthorised absence.

We will use this data to look for ways to support our children by appropriate intervention

AUTHORISED AND UNAUTHORISED ABSENCE

Authorised absence is where the school accepts there is good reason for absence. An authorised absence requires a written or telephone communication from the parent/carer. A child's own word cannot be taken as reason for absence.

Authorised absence is any absence which falls into the following categories:

- a) Absence caused by illness or other unavoidable cause. If your child has higher than average illness then you may be asked for medical advice.
- b) An approved absence for religious observance by the religious body to which the parents belong
- c) There is no acceptable transport and the school is not within walking distance
- d) Special circumstances approved by the Headteacher

FOLLOW UP

It is important that parents/carers are aware of absences and lateness and of their responsibility to account for all such events, and that all action taken is documented.

- Text Messages home are made on the first and every successive day of absence unless word has been received from parents about reasons for an extended absence.
- A phone call will be made to the parents of those pupils whose attendance is below 90% on the first and every successive day
- Children who return to school following an unauthorised absence will require a written note otherwise the absence will remain unauthorised.
- Teaching staff are expected to follow up any unknown absences by telephone.
- Family Liaison Officer (Wendy Holl) to follow up unauthorised absences on a weekly basis

PLANNED LEAVE IN EXCEPTIONAL CIRCUMSTANCES

From 1 September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.

Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the Headteacher (Rachel Horan) in advance using the school's "application for exceptional absence in term time" form, as the DfE have told schools that they cannot authorise any absences after they have been taken.

Parents may receive a penalty notice if their child is absent from school without permission.

From September 2013 the cost of these notices will be £60 per child per parent if paid within 21 days, and £120 if paid between 22 and 28 days.

The Headteacher and the Governing body believe in treating each application for exceptional absence in a personal way, by always providing a letter of explanation of the decision made and, where necessary, a 1:1 interview with parents/carers.

PERSISTENT ABSENTEES BELOW 90%

The DCSF category for Persistent Absentees is as follows:-

Number of days to be considered a Persistent Absentee.	
Half Term 1 (Sept - October 1/2 term)	4 days absence
Half Term 2 (November - Christmas Holiday)	7.5 days absence
Half Term 3 (January - February 1/2 term)	10 days absence
Half Term 4 (February - Easter Holiday)	13 days absence
Half Term 5 (Easter - May 1/2 term)	15.5 days absence
Half Term 6 (May - Summer Holidays)	19 days absence

If a pupil has 19 days absence they are considered a persistent absentee until the end of the academic year.

At the end of each ½ term parents of children with attendance of less than 90% will be informed by the school.

We will support Persistent Absentees through intervention by pastoral care.

Our Family Liaison Officer will arrange a meeting with parents where support will be offered which may include:

- a wake-up call from the family liaison officer
- pupil participation in an attendance intervention programme
- support in establishing morning routines
- setting attendance targets

If the support offered is unsuccessful then a referral will be made to the AIO through Cluster Support and Guidance

Lateness

Persistent lateness is often a significant indicator of under achievement.

Lateness to school must be acted upon and parents made fully aware of the school's expectations concerning punctuality. Dealing with lateness to school is a Class Teacher and Family Liaison Officer responsibility.

Actions that will be taken include

- Talking to the pupil about reasons for lateness.
- When a pattern of lateness is identified the Family Liaison officer will meet with parents to discuss and offer support to improve promptness into school

Rewards

The importance of good attendance is regularly promoted during lessons and assemblies.

A variety of rewards are given for consistently high and improved attendance.

See Appendix 1

Communications

Parents have a responsibility for ensuring their child attends school regularly and punctually.

Parents have a right to be provided in good time with the necessary information from the school which would enable them to meet these obligations.

This includes:

- The times of the school day
- School dates and holidays
- School procedures relating to attendance and punctuality
- School expectations regarding lateness
- Prompt communication of matters causing concern

The school expects that all parents communicate with the school in writing, electronic communication or telephone, giving a reason:

1. **In advance** of any planned absence
2. **Immediately** following any unplanned absence (the next session)
3. **During** any absence expected to last more than three days

Parents who do not conform to the above will be contacted and requested to provide an explanation of their child's absence.

Further non-compliance on the part of the parents should be documented.

NEW CHILDREN

The importance of good attendance and punctuality is clearly expressed as part of the Parents' Induction

A WAY FORWARD

An Attendance policy is not a panacea to radically improve attendance overnight, but it does provide a consistent set of strategies within which the school and home can work together.

Park Spring Primary School's policy is to offer support in the first instance through all members of staff

The Key Leaders at Park Spring Primary with regards to attendance and Punctuation are:

The Class Teacher who will:

- be ready to take a register at 8.55am and at the start of the afternoon session
- mark all children not present by the designated times
- require children to take home and return an absence letter request in the event of no written explanation for absence
- promptly inform the family liaison officer or headteacher of any patterns of lateness and absences or additional causes for concern.
- implement strategies for promoting improved awareness of attendance within their class and send out the positive attendance message.

The Family Liaison Officer who will:

- monitor all children in the vulnerable attendance category (below 90%)
- send texts and make phone calls home. Meetings will be arranged and formal letters sent where attendance continues to be a concern
- liaise regularly with the Headteacher and identify children causing concern
- arrange/attend attendance panel meetings
- refer families to Cluster Support and Guidance
- collect daily messages and maintain and update the electronic attendance record of Sims
- follow up first day calls and memo class teachers with information
- plan and deliver attendance intervention programmes
- meet and organise attendance class monitors
- communicate with parents via newsletter and website
- update school attendance display
- send out the positive attendance message
- liaise with external providers of intervention programmes

The Headteacher will:

- monitor and analyse attendance data
- review and evaluate school's attendance policy
- meet regularly with the Family Liaison Officer to discuss attendance issues
- report regularly to the Senior Management Team and Governors
- send out the positive attendance messages in assembly.
- keep the link between attendance and attainment firmly in the minds of Class Teachers and children

The Governors will:

- monitor and analyse attendance data half termly
- meet regularly with the Headteacher and Family Liaison Officer to monitor progress
- award class rewards and certificates for best and improved attendance

This policy was written in **December 2015** and was shared with staff and governors.

It will be reviewed annually in the autumn term

Signed by Headteacher ----- Date-----

Signed by Chair of Governors ----- Date-----