



## Attendance Policy

<b>Policy agreed by:</b>	
<b>Date of policy:</b>	<b>March 2019</b>
<b>Review frequency:</b>	<b>2 years</b>
<b>Date of next review:</b>	<b>March 2021</b>



## **School Attendance & Punctuality Policy**

The staff of Red Gates School are committed, in partnership with the parents, pupils, governors, and the Local Authority, to building a school which serves the community, and of which the community is proud.

School staff, together with the Local Authority, believe that all pupils benefit from regular school attendance. We will encourage and support parents/carers in ensuring their children maximise their educational opportunities through regular attendance, and that any difficulties that impact upon attendance are identified and acted upon promptly.

### **Expectations**

**We expect that all pupils will:**

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;

### **Attendance Procedures**

If a child is unwell in the morning before coming to school and therefore will be unable to cope with the activities and routines of a school day, the child needs to stay at home until fully recovered. It is unacceptable for children to be at school when they are unwell as any infection may be passed onto other children and staff.

If a child becomes ill at school, the parent will be contacted and expected to come to school and take their child home as soon as possible. If a parent cannot be contacted, another named emergency contact person will be telephoned. Parents need to arrange their own transport when coming to collect their child. Transport cannot be provided by the school.

Should a child become unwell during the school day, has a high temperature or sickness and diarrhoea, they cannot be sent home on school transport. The parent has to come and collect their child from school.

If a child is sent home due to vomiting and or diarrhoea, they must remain at home for 48 hours after the last bout of vomiting and or diarrhoea. This is a directive from the Health Protection Agency so that spreading infection is minimised.

**We expect that all parents/carers who have day to day responsibility for**

### **the children and young people will:**

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever their child/children is/are unable to attend school;
- contact the school on the first day of the child's absence between 7.00 and 8am and inform the school of the reason for the absence;
- contact the school promptly whenever any problem occurs that may keep the child away from school

### **The school will:**

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every pupil's attendance;
- discuss pupil attendance with parents/carers during annual review meetings;
- contact parents as soon as possible when a pupil fails to attend, where no message has been received to explain the absence;
- follow up all unexplained absences to obtain notes authorising the absence,
- where necessary, contact parents/carers on the day of a pupil's absence to determine whether or not they will be in school the following day;
- encourage good attendance;
- provide a welcoming atmosphere for children, a safe learning environment and a sympathetic response to any pupil's concerns;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express the school's concerns and clarify the school's and the Local Authority's expectations with regard to regular attendance;
- refer irregular or unjustified patterns of attendance to Education Welfare Service

### **Grant for Leave of Absence**

The taking of leave during school time is not a **right** and can only be taken with the authorisation of the Headteacher and Governing Body. All applications must be for leave must be made in writing to the Head teacher and the appropriate Holiday Request form is completed.

The Head Teacher, on behalf of the Governing Body, will only authorise leave in exceptional circumstances. Written applications must be made in advance to the Head teacher.

Exceptional circumstances will be interpreted as: being of unique and significant emotional, educational, spiritual or medical value to the child which

outweighs the loss of teaching time.

All decisions will be made on a case-by-case basis, and previous requests for leave of absence will be taken into consideration.

If leave is taken without authority then consideration will be given to issuing a Fixed Penalty Notice in the sum of £60.00 to each parent & for each child.

### **Encouraging Attendance**

Red Gates School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by publishing and displaying attendance statistics;
- by celebrating good and improved attendance;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Officer (EWO) if the irregular attendance continues.

### **Responding To Non-Attendance and No Parental Contact**

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10 a.m. the school will endeavour to contact them that day. The school requires two contacts for all parents/carers. If the parents/carers cannot be contacted, the school will contact the emergency contacts to determine why a pupil is not in school.
- If there is no response, the school will continue to try to contact the parent/carer. If by the third day of absence with no reason or contact made, the school will send a letter of concern to parents/carers or invite them into school to discuss child's absence. The school will tell parents that if the absence persists a referral will be made to EWO if the pupil is still absent without reason on day 5.
- If a pupil is absent without reason for 10 consecutive days, the school will fill in a 'Child Missing from Education' (CME) form, and the CME department will take on the case once the school has attempted a home visit.

- Persistent non-attendance, where absences cannot be justified in law, may result in the issue of Fixed Penalty Notices in accordance with the Local Authority's penalty notice protocol. In addition, the School will support the EWS in prosecutions brought under Section 444 Education Act 1996, or in applications in the Family Proceedings Court for Education Supervision Orders.

The school register opens at 9.20am when students are expected to be present, and closes at 9.45am. If a pupil arrives after 9.20am but before 9.45am, they are given an 'L' (lateness) mark. If a pupil arrives after the close of the register, they are given a 'U' (lateness after registration) mark. If a child persistently attends schools after the close of the register consideration will be given to (a) the issue of a Fixed Penalty Notice in the sum of £60.00 or (b) a referral to our EWO for a prosecution. Lateness not only affects the learning of the student in question, but also affects the learning of others.

### **Changing schools**

It is important that if families decide to send the child/children in their care to a different school that they inform school as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

If parents/carers report that they are moving abroad, the school can ask for details of flights and accommodation.

### **School Organisation**

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

**Head Teacher, Governors and designated member of school staff with overall responsibility for attendance to:**

- adopt the whole policy;
- ensure that the registration procedures are carried out efficiently and that

- appropriate resources are provided;
- initiate a scheme for contacting parents on the first day of absence;
- ensure that key staff have time-tabled periods for liaison and follow-up work with EWO and appropriate access to attendance data;
- consult and liaise closely with EWO on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- to work in close collaboration with EWO during their termly/half termly register analysis;
- set whole school attendance targets;
- monitor and evaluate attendance with EWO.

**Office Staff:**

- to oversee the registration process and ensure that registers on SIMS are completed accurately and punctually;
- to liaise with EWO regularly;
- to reinforce good practice at staff meetings;
- to share the Class Teacher's concerns regarding the early identification of disaffection with the Education Welfare Officer.

**Class teachers/Levels 3 and 4 teaching assistants:**

- to complete registers on SIMS accurately and punctually at least twice daily;
- to record all reasons for absences in the register;
- to inform the Head teacher of concerns;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Head teacher.
- children arriving after 9.45am will be marked as late.

**School Website & Newsletters**

- Information about school Holiday dates
- School Sessions
- Breakfast Club
- Absences

Headteacher

Date

Chair of Governors

Date

