

# Hipsburn Primary School

## Attendance and Punctuality Policy

March 2018



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*Hipsburn Mission Statement:*

*"The most valuable gift we can give a learner is to enable them to think for themselves, to care for others and thereby acquire a sense of self-worth and confidence which can be used to benefit both society and the individual."*

**The school attendance target for 2017-2018 is 96%**

**School doors open at 8.45am and the school day ends at 3.15pm**

At Hipsburn Primary School we aim to develop an ethos which demonstrates to children, parents / carers and the wider community how much we value good attendance and punctuality. Children need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to educational disadvantage. Parents are primarily responsible for ensuring that children attend school. It is the schools responsibility to support attendance and to take seriously problems which may lead to non-attendance. Parental responsibility extends beyond securing regular school attendance so it is also important that parents ensure that their children arrive at school on time.

**Aims of the Policy:**

- To maintain and improve the overall attendance of children at school.
- To improve children's attainment through good attendance.
- To encourage parents to ensure that children arrive at school on time.
- To make attendance a priority for all those associated with the school including parents, pupils, teachers and governors.
- Actively encourage and promote a minimum of 96% attendance.
- Provide and promote a welcoming and positive atmosphere so that children feel safe and know that their presence is valued.
- To improve parental involvement
- Monitor attendance regularly by informing parents of the attendance of all pupils
- Encourage good attendance and punctuality through a system of reward and recognition

## **The government expects:**

### **Schools to:**

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence

### **Parents to:**

- Perform their legal duty by ensuring their children attend regularly.

## **School Attendance and the Law:**

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority. The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes. Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application had been made in advance and the head teacher considers that leave of absence should be granted due to exceptional circumstances. Whilst the head teacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised (G code) and a penalty notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a penalty notice if this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carers in the Magistrates Court.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all children missing from education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

## **Absence**

All parents are asked to contact the school by 9.30 am if their child is absent. If no notification is received about a child's absence, then Mrs East / Miss Solomon will phone the child's parent to establish the reason for the absence.

## **Punctuality**

Pupils arriving late should report to the school office. Pupils arriving within 10 minutes of the end of registration should be given their attendance mark but with L to indicate lateness. Pupils arriving more than 10 minutes after registration should be marked with an appropriate code if there is an acceptable reason e.g. medical appointment but if there is no valid reason e.g. 'slept in' they should be marked with U to show that they are present in school.

## **Illness, Medical and Dental Appointments**

If the school is satisfied that a pupil is absent as a result of illness, the absence will be treated as authorised. Leave for medical or dental appointments will be authorised where confirmation has been received from the parents [either in person, telephone call or writing].

## **Attendance Initiatives**

Pupils with 100% attendance for a whole term will receive a certificate from the head teacher. Pupils who receive 100% attendance for the full year will receive a reward which may change from year to year. We acknowledge whole class attendance by awarding the class with the best attendance each week with our 'Attendance Owl' in our Friday Celebration Assembly. The winning class is displayed on the Hipsburn Primary School website. Attendance awards are updated every week and can be viewed on the school website.

## **Monitoring Attendance**

Attendance is monitored initially by Mrs East and it is overseen by the head teacher. Attendance is discussed with the School Improvement Partner (SIP) and shared with the school's governing body as part of school monitoring. Any issues identified concerning absence, illness or lateness will be addressed by the Education Welfare Officer (EWO) by letter, telephone or meeting with strategies put in place to improve attendance. If a pupil has been absent from school for more than a month, school will seek advice from the Local Authority

Towards the end of each term all parents, regardless of the attendance level of their child, receive an update from school, which details every registration session that term, provides the statutory attendance codes and states the percentage of attendance.

Attendance	Key person	Possible Action	Support
First day of absence	Office staff	Checked for message / phone call home	Ask parents / carers if there is anything we can do to support attendance
Poor attendance or regular pattern of absence	Class teacher	Encourage attendance Ensure absence note is received.  Accurate up keep of register	Praise  Attendance certificates  Attendance assemblies  Pastoral support
Below 90%	Class teacher  Office staff	Investigate reasons  Encourage attendance  Contact home  Referral to Head / EWO  Any application for term-time absence will be refused.	Continued support involving parents Letter home
Below 85%	Headteacher / EWO	Letter home – attendance below 85%  Letter home advising EWO may be involved  Interview pupil / parent	Home visit from EWO  Continued support from school / EWO for family / pupil
Below 80%	EWO / Headteacher	EWO involvement	Continued support from school / EWO for family / pupil

**Review:**

The governing body reviews this policy every two years or earlier if the government introduces new regulations or if they receive recommendations on how the policy might be improved.

**Understanding types of Absence**

Every half day absence from school is classified by the school as either AUTHORISED or UNAUTHORISED.

This is why information about the cause of absence is always required, preferably in writing.

The school day begins at 8.45am. Children arriving after 8.55am should report to the school office where the parent will be asked to sign in the Late Book. The Late Book records the date, time of arrival and reason for lateness. Children will then be escorted to class by a member of staff. Please remember that late arrivals has the potential to disrupt the learning of other children in the class.

Punctuality is monitored by the Headteacher on a regular basis. If a child's punctuality is a cause for concern, the parent /carer will be notified by letter.

**Racial Equality & Equal Opportunities**

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief, disability or ability. Hipsburn Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. We plan work that is differentiated for the performance of all groups and individuals.

### Statutory Attendance Codes used at Hipsburn Primary School

/ Present (am)	Present	In for whole session
\ Present (PM)	Present	In for whole session
@ DO NOT USE	Unauthorised Absence	Late for session
B Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C Other authorised circumstances	Authorised Absence	Out for whole session
D Dual Education	Approved Educational Activity	Out for whole session
E Excluded	Authorised Absence	Out for whole session
G Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H Family holiday (agreed)	Authorised Absence	Out for whole session
I Illness	Authorised Absence	Out for whole session
J Interview	Approved Educational Activity	Out for whole session
L Late (before registers closed)	Present	Late for session
M Medical/Dental appointments	Authorised Absence	Out for whole session
N No reason yet provided for absence	Unauthorised Absence	Out for whole session
O Unauthorised Abs	Unauthorised Absence	Out for whole session
P Approved sporting activity	Approved Educational Activity	Out for whole session
R Religious observance	Authorised Absence	Out for whole session
S Study leave	Authorised Absence	Out for whole session
T Traveller absence	Authorised Absence	Out for whole session
U Late (after registers closed)	Unauthorised Absence	Late for session
V Educational visit or trip	Approved Educational Activity	Out for whole session
W Work experience	Approved Educational Activity	Out for whole session
X DCSF #: School closed to pupils	Attendance not required	Out for whole session
Y Enforced closure	Attendance not required	Out for whole session
Z DO NOT USE DCSF X: Non-compulsory school age	Authorised Absence	Out for whole session
! abs	Attendance not required	Out for whole session
# School closed to pupils & staff	Attendance not required	Out for whole session
* DCSF Z: Pupil not on roll	Attendance not required	Out for whole session
- All should attend / No mark recorded	No Mark	No mark for session

K. Moloney -Headteacher

Consultation with staff - January 2018

Ratified – March 2018

Review date: March 2020