

**Personnel Committee**



**Heron**  
Primary School

# **Attendance Policy**

**This policy was reviewed in Term 1 2018  
and will be reviewed every two years.**

**“Coming to school is cool!”**

## **Attendance Policy**

**Heron Primary School: 01452 415105**

**Morning bell rings at 8:45am**  
**Register closes at 9:15am**

**Afternoon bell rings at 1:00pm**  
**Register closes at 1:15pm**

Heron Primary School believe that all children have the right to a full-time education regardless of age, aptitude and ability. “Coming to school is cool!” is the schools motto for encouraging the children to make the most of the educational opportunities available to them.

Heron Primary School has a responsibility to ensure that each child attends school 100% of the time to ensure that they receive the education that they are legally entitled to. Under the Education Act 1996 the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, may use legal enforcement .

This attendance policy and its implementation should encourage pupils to attend school 100% of the time by implementing specific measures , such as:

- Registering pupils accurately and efficiently
- Weekly monitoring pupil attendance and punctuality
- Reporting school attendance statistics to parents, LA and DFE as appropriate

As a school we can only provide the education that the our pupils are entitled to if they attend school daily and on time, this is a key factor to ensure that all children, from a young age, have the best opportunities to achieve their own potential and increase their life chances after their formal educational years.

The school community consists of parents/carers, children and staff and we must all take responsibility for achieving excellent attendance. We recognise that parents/carers have a vital role to play and we are aware of the need to establish strong home-school links and communication systems so we can offer support as early as possible.

## **How do we all achieve this?**

### **The school will:**

- Contact parents as soon as possible on the first morning of absence, if, they have not been notified as to why a child is absent from school
- Follow up any unexplained absences the first morning of absence
- Give high priority to punctuality and attendance
- Promote good attendance at every opportunity – Induction , Parents evenings, Newsletters, Assemblies, on Notice Boards etc
- Keep parents/carers informed of their child's attendance as appropriate
- Work within a multi- agency approach in order to improve attendance and support pupils and families

### **The Headteacher will:**

- Create a school ethos that every pupil will want to be part of
- Actively promote the importance and value of good attendance to pupils and their parents/carers
- Ensure that there is a whole school approach which reinforces good school attendance: with good teaching and learning experiences that encourage all pupils to attend and to achieve, that all staff in school treat attendance as priority, and are aware of the attendance policy.
- Facilitate a process of reintegration back into school for a child who has been absent due to a genuine reason for a long period of time.
- Provide adequately for pupils with difficulties, within the resources available, and ensure the appropriate delivery of the curriculum.
- Maintain two registers:
  - an admission register (known as the school role) which contains a list of all pupils at the school:
  - an attendance register for all pupils of compulsory school age on the admission register. This must be taken twice a day: once at the start of the morning session and once again at the start of the afternoon session. The school will also keep a register of all pupils present of the school site during lunch time. This will ensure that in case of an emergency all pupils can be accounted for.

### **Parents/carers should:**

- Ensure their child attends school daily and on time, appropriately dressed, equipped and ready to learn.
- Make sure their child gets enough sleep so they are able to wake in plenty of time to get ready for school and eat a good breakfast.

- Let the school know if they are having difficulties with their child's attendance , so that any available support or help can be offered – from the Community Family Worker and Attendance Officer
- Inform school on every day of absence with an expected date of their child's return to school.
- Instil the value of education and regular school attendance within the home environment.
- Support their child's school at every opportunity. Get involved in their education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Aim to keep medical and dental appointments to a time outside of school hours wherever possible.
- Support their child to recognise their successes and achievements.
- Notify school if they intend to remove their child permanently from school for whatever reason, and confirm in writing.

The Head teacher will decide whether a child's absence is coded with an authorised or an unauthorised mark.

There are two types of absence codes:

### **Authorised or Unauthorised absences**

**Authorised absence:** The Headteacher **may** authorise for:

- Sickness: The Headteacher may authorise a child's absence for illness, but may question too many absence days if your child or children are frequently ill due to illness. If your child or children are absent for the reoccurrence of the same illness then school would want to work with you as a family to see if further support or advice can be offered through the School nurse to enable to ongoing illness to be supported within school.
- Medical or dental appointments (wherever possible these should be arrange outside of school ours)
- Days of religious observance
- Exceptional family circumstances , e.g. children whose parents/carers are in the armed forces, or bereavement etc

**Please note** exceptional circumstances **may** be authorised at the discretion of the Headteacher.

The following absences **will not** be authorised by the school:

- Looking after brothers and sisters
- Shopping
- Birthdays
- Family Holidays or days out

**Please note** : A penalty notice **may** be issued without warning if a child takes a holiday that has not been authorised by the school.

**Lates:**

If a pupil is persistently arriving late, after the register has closed , they will be sent a warning letter offering support. If no improvements are made a penalty notice may be issued.

**Persistent Absence:**

Pupils who are Persistently Absent from school for whatever reason will be monitored on a week by week basis. A pupil will be deemed to be a persistent absentee if they have 90% attendance or lower at any given time during the academic year.

**Governors will:**

Governors will take an active part in supporting the attendance policy. They will monitor and evaluate attendance and data, ensure the policy is implemented, and meet with the Attendance Officer regularly to look at progress and address concerns . A specific governor will be assigned to support the Attendance Officer and to report back to governors meetings on any issues. They will also ensure that attendance data is reported as required to either the Local Authority or DfE as requested in a timely manner.

**The Attendance Officer will:**

- Support the school to maintain a high level of attendance
- Monitor and evaluate attendance data on a weekly basis
- Make contact with families whose children's attendance has become a concern or whose child has been referred due to attendance falling below 90% (to offer support)
- Meet with pupils in school with their families as appropriate
- Hold formal meetings with parents/carers and pupils whose attendance continues to cause concern. These meetings may be held under caution.
- Manage the start of the legal process of parents/carers for poor school attendance when appropriate.

All staff involved with attendance will take into account the time of year and the students' individual circumstances. For example, a letter would not be sent to a student who has a long term illness and contact has been made with the family.

## Procedures for Promoting Attendance

Teacher to monitor punctuality and attendance daily



School Secretary to alert Attendance Officer on a weekly basis



If attendance drops to 90% Attendance Officer will monitor attendance for 3 weeks.



Attendance Officer may send a letter or make contact by phone with the parents/carers to offer early intervention support



If no improvement is made the Headteacher/ Attendance Officer may invite parents/carers into school for a meeting



If parent/carer fails to respond to school request or does not engage in supporting improved attendance the Attendance Officer may do a home visit or contact the Local Authority/Education, Performance and Inclusion Team who may advise on an Attendance Improvement Meeting or issuing a Penalty Notice.