



Reach for the stars.

HILL VIEW PRIMARY SCHOOL ATTENDANCE POLICY

The governing body's key roles are:

- To provide a strategic view
- To support and challenge
- To ensure accountability

PRINCIPLES

Parents, schools, and the Local Education Authority share the legal responsibility to ensure children attend school. It is the right of every child to attend school regularly. Regular School attendance is vital if children are to benefit from the opportunities that schools offer and for each pupil to realise their potential. Hill View Primary School seeks to ensure all its pupils receive a full-time education which maximises opportunities for each pupil to realise their potential. The Governing Body is required by legislation to ensure registers are accurately kept.

AIMS

- To safeguard children by ensuring they attend school regularly.
- To maintain an attendance register at the beginning of the morning and afternoon sessions.
- To present an annual attendance report to parents
- To complete DFE attendance returns.
- To provide support, advice and guidance to parents on getting their children to school.
- To work in partnership with the Education Welfare Service and other appropriate agencies.

To improve the overall attendance. We will:

- Consistently apply the Attendance and Punctuality Policy.
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues to the school's values, ethos and curriculum.
- Encourage parents into school to discuss individual concerns
- Monitor attendance in measurable outcomes and report to the Governing Body.
- Leave for exceptional circumstances will be only be granted in line with Local Authority guidance.
- Report unauthorised absence to the Education Welfare Service who may decide to issue a Penalty Notice, which carries a fine of £60 per parent, per child, which increases to £120 if the fine is not paid promptly within three weeks.

We will discuss with the Education Welfare Service:

- pupils whose attendance is 95% or less.
- pupil who is absent for more than two weeks without a medical certificate
- pupils who fails to attend school regularly
- pupils who are constantly late
- pupils with ten unauthorised absences.

Recording Attendance

- Use a computerised registration system to enable analysis of attendance
- Follow DFE requirements coding of absence
- Class teachers will ensure registers are completed using the appropriate code

Lateness

- A late mark will be given if a child arrives in school once the class register has been closed, 10 minutes after the start of registration.
- A **Late Letter 1** will be issued for any child who has **five late** marks over a half term (coded L).
- An unauthorised absence will be given if a child is more than 15 minutes late (9.15 a.m.)
- A **Late Letter 2** will be issued for any child whose persistent lateness causes concern.
- A pupil who is **consistently** late will be referred to the Educational Welfare service.

Absence from School

- Parent/carer are expected to telephone before 9.15 a.m. on day 1 of a child's absence to provide a reason, messages can be left of the school answer machine.
- Contact the parent/carer via text after 9.15 a.m. on day 1 if a pupil is absent without reason and also, if necessary, on day 2 to ascertain the reason for non-attendance; should there still be no response, telephone contact is attempted on day 3, if this proves unsuccessful a letter is issued requesting notification of the reason for the absence
- Mark as unauthorised, absences where a reason has been unable to be ascertained or where the reason given is unsatisfactory.
- The Headteacher may only authorise absence from school in 'exceptional circumstances'. Consideration will be given to the child's attendance rate, academic and social progress at school and the time of year e.g.: May to June which is key assessment points in the school year.

Attendance is 93% or less.

- A member of the School Leadership Team will make personal contact with parents if their child's attendance reaches 93%.
- **Letter 1** is issued to parents when a child's attendance falls to 90% requesting a meeting with a member of the SLT;
- **Letter 1** will be resent if the parent does not attend the meeting.
- Should there be no response to **letter 1** or attendance does not improve a referral will be made to the Education Welfare Service.
- If attendance reaches 87% a referral will be made to the Education Welfare Service.

Support, advice and guidance to parents.

- Highlight the importance of good attendance through a range of opportunities e.g. Newsletters, Parent Consultation Evenings, discussion with pupils, PSHE curriculum.
- Maintain accurate and up-to-date contact information for parents by requesting they inform the school of any contact changes.
- Undertake data checking each autumn by issuing current contact information requesting any changes to be advised.
- Involve parents at the earliest opportunity in attendance concerns - first day contact in the event of unknown absence.
- Report children's attendance at the autumn and spring term parent consultations and annually to parents as part of the pupils' annual school report.

Monitoring attendance

- Ensure appropriate staff are clear about their individual role and responsibility in relation to attendance and punctuality
- Review regularly individual and whole school attendance.

- A member of the leadership team and Administration will meet regularly (once a month) with the Education Welfare Officer to review attendance, and work with other appropriate agencies in order to safeguard the child.
- Carry out initial enquiries/intervention prior to Referral to the Education Welfare Service
- Gather and record relevant information to assist the Education Welfare Service
- Meet monthly with the Education Welfare Officer to review attendance
- A member of the leadership team will monitor each Autumn, the previous year's figures for authorised and unauthorised absence
- A member of the leadership team will monitor attendance, authorised, unauthorised and lateness and report to Governors termly.
- Analyse the effects of persistent absence on attainment.

To recognise the needs of individual pupils when planning reintegration following significant periods of absence we will

- Be sensitive to the individual needs and circumstances of pupils returning after a significant period of absence
- Provide opportunities for counselling and feedback
- Consider peer support
- Involve parents as far as possible
- Involve/inform appropriate staff/agencies in the reintegration process
- Agree a timescale for review of the written integration plan
- Provide guidance for staff who may be working directly with the pupil

The school will make reasonable efforts to contact parents where a child is not at school.

Responsible: Headteacher
Reviewed: September 2013

Changed: Yes
Review: September 2016