



MANOR JUNIOR SCHOOL
Motivation, Joy, Success!

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Attendance Policy

10th January 2018

Ratified and agreed on: _____

Signed: _____

Mrs C. D'Netto
(Headteacher)

10.01.2018

Date: _____

Policy to be next reviewed: Summer Term 2018 _____

Spring Term 2018

Attendance Policy

Rationale:

We wish to ensure that every child benefits from regular and punctual attendance, in order to ensure learning. It is also important to foster a positive attitude towards school.

This policy will enable relevant staff to identify a child's absences as being authorised or unauthorised. Potential problems of attendance will be highlighted and, where necessary, the support of the borough's Access and Attendance Officer will be sought.

Aims and Objectives :

1. To promote positive attitudes towards education and emphasise the importance of good attendance and punctuality in school, the world of work and life as a whole.
2. To establish a procedure for staff to identify a child's absence as authorised or unauthorised.
3. To identify attendance problems.
4. To identify problems of frequent lateness.
5. To encourage and inform parents/guardians as to their and the school's responsibilities with regard to attendance matters.
6. To improve the attendance towards a target of 96.20%. (agreed Nov 2017)

Responsibilities:

The education act 1996 states that parent/carers have the primary responsibility for ensuring that registered students of school age attend school regularly and punctually and that they receive an education suitable for aptitude and ability

The school have a legal responsibility for maintaining school registers and taking the register twice a day. The school also has a responsibility for reporting absence to the Local Authority. We also have safeguarding responsibility and duty of care to all our pupils. We have a duty to inform the Local Authority of any pupil who is on school roll not in attendance and whose whereabouts we have not been able to establish.

Absence from school:

There are only two categories of absence from school:

Authorised – approved

Unauthorised – not approved

Only the Headteacher (or delegate) can approve an absence from school. That is the law.

Absence will be recorded using the code recommended by the Department for Education Guidance on School Attendance.

Authorised absence:

- Leave of absence (Bereavement, funeral)
- Medical appointments
- Illness
- Religious observance
- Exclusion
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Unauthorised absence

- Absence due to birthday, looking after family members, etc
- Holiday in term time (unless agreed by Headteacher)
- Late arrival after register has closed

Procedure:

The school's Attendance Officer/Deputy Headteacher will have full responsibility for any correspondence with regard to attendance matters.

The following explains the system for following up attendance absences and lateness.

- Parents are expected to ring the school by 8:30am if their child is absent that day and thereafter if necessary
- If there has been no call, a groupcall text is submitted to all unexplained absences to contact the school and provide a reason
- If a satisfactory reason is received in the phone call then the Attendance Officer will make the child's absence as authorised with the appropriate code, or unauthorised if the reason is unsatisfactory. (Check with Deputy Headteacher before allocating unauthorised)
- The class teacher should complete registration on the school's electronic system, integris. They should not put any codes in the register and any children not present at the end of the registration period should have their space in the register left blank for the Attendance Officer to complete.
- The school's Attendance Officer will make telephone calls to parents/guardians on the first day of absence to try to discover the reason for an absence if the parent hasn't contacted the school or responded to the Groupcall text.
- Where no reply is received from a phone call, an assessment should be made with the senior leadership team for next steps eg call an emergency contact, contact borough attendance officer or complete a home visit
- If a class teacher receives a verbal communication from a parent/guardian they should note this on the message slip in the register.
- In the morning the class teacher should close the register at 9:05am. Any child arriving after their name has been called should be marked as late.

- Afternoon registers should begin immediately and close at 1.20 p.m.
- The Attendance Officer will list all late comers in the 'late book' and add them to the register, marking them as late.
- If a pattern of lateness is apparent the Attendance Officer will send a letter to the parents/guardians expressing the school's concerns.
- If a class teacher has concerns about the attendance or punctuality of a child they should bring it to the attention of the deputy head teacher or the Attendance Officer.
- Where there are concerns about the attendance pattern of a child the Attendance Officer will refer the matter to the borough's Access and Attendance Officer (A.A.O.), who will discuss the case with the attendance Officer and take appropriate action.
- The Deputy Head teacher and A.A.O. meet monthly to monitor and track attendance. Where the school and the A.A.O. feel that there are attendance problems which need to be addressed urgently, the parent/guardian(s) will be invited to a meeting in school with the Deputy Headteacher. The purpose of the meeting will be to outline the school's concerns and to listen to the concerns of the parent/guardian. It is hoped that this meeting will lead to improved attendance so that further action is not necessary.
- Medical appointments will be regarded as an authorised absence. The school does, however, require to see a medical appointment card as proof. Generally only a half-day absence will be authorised for such appointments, unless there are genuine reasons for taking a whole day. The reasons should be discussed with the school in advance.
- Yearly reports will list the total number of absences, the number of unauthorised absences and the number of latenesses.
- Governors reports are issued termly including year group percentages, persistent absence and absences of particular vulnerable groups

Home education:

If a parent wishes to withdraw their child from school to pursue the option of home education, the decision must be put in writing to the head teacher. The school will then inform the Local Authority.

Positive steps

- We will celebrate and reward pupils who achieve 100% attendance over the academic year, termly and half termly.
- Rewards are also provided to the top 3 classes with the highest attendance.
- Celebrations are communicated in assemblies and with parents.

Review:

This policy will be reviewed annually.