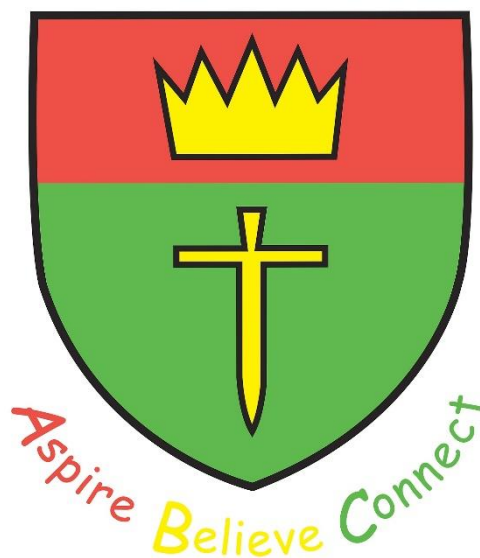


St Oswald's Church of England Primary School



Attendance and Punctuality Policy



St Oswald's CE VA Primary School

Attendance and Punctuality Policy:

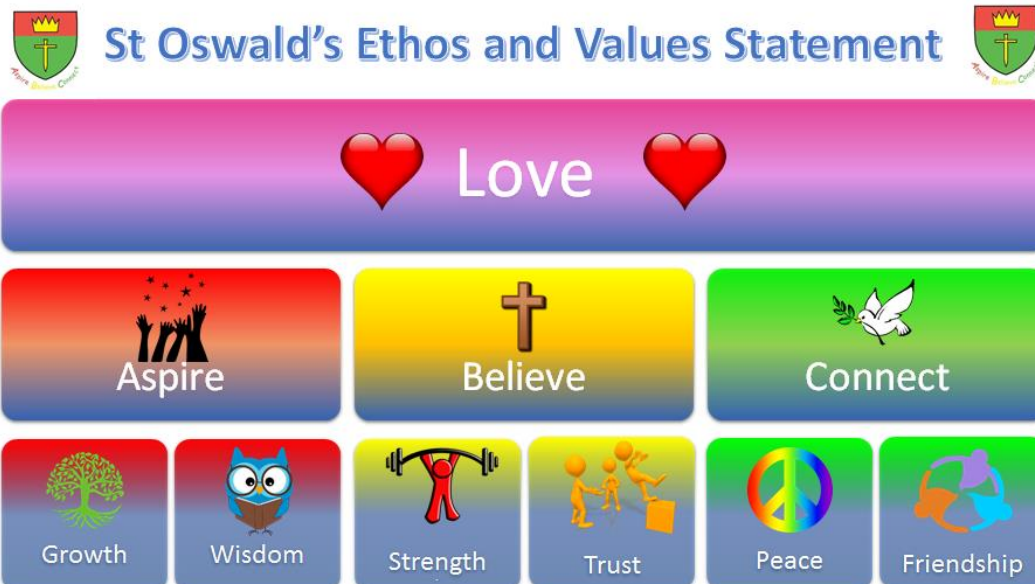
Principles and Implementation

Agreed by governors: October 2019

Implementation date: October 2019

Review date: October 2021

Ethos and Values Statement



Background

Our Ethos and Values Statement is an easy to understand model of religious education in St Oswald's. Children in our school know that love is the most

important value of all, in line with the new command that Jesus gave us to love one another, which is why this is placed above all in our statement.

Mission Statement

Sitting below love lies our school's mission statement: *Aspire, Believe, Connect*. As easy as A, B, C, this statement is easy to remember and most importantly represents what we want our children to do in every aspect of their education and lives.

Core Christian Values

The mission statement is underpinned by six core Christian values that each link to one aspect of *Aspire, Believe, Connect*. As children aspire to be the best they can be in every way, they will grow in wisdom. In order to believe in themselves and develop their own beliefs about the world around them, our children are taught about the importance of trust and strength on their journey. We also believe in the values of peace and friendship in helping us to connect with those around us.

1. Introduction

St Oswald's CE VA Primary School seeks to ensure that all of its pupils receive a full education, which maximises the opportunities for inclusion and achievement at school so that each pupil is able to realise his/her full potential.

All children between the ages of 5 and 11 are legally required to be educated.

Pupils, parents and carers, teachers, support staff and governors all have a role in maintaining a high standard of attendance and punctuality.

<p><i>EVERY LESSON COUNTS! EVEN CASUAL ABSENCE CAN AFFECT YOUR CHILD'S ATTAINMENT.</i></p>

Aims of the Policy

- To improve the overall attendance of pupils at the school.

- To develop a framework which defines agreed roles and responsibilities for all people involved in maintaining pupil attendance and punctuality.
- To implement a system of sanctions and rewards.
- To develop a systematic approach to gathering, analysing and responding to attendance data.

Recording Attendance Data

Registers

- The registers are completed electronically by 9.10 a.m. at the beginning of the morning and 1.15 p.m. for the afternoon session and this data is sent to the school office.
- A mark / (a.m.) and \ (p.m.) is used to indicate present and red circles are used to indicate absence and lateness.
- All authorised absences must have the correct code entered with an explanation.
- All children who are late with enter the school through the main office and enter the reason on the school's Inventory system. This is tracked on a half-termly basis.
- All errors which are made whilst completing the electronic register should be reported to Joanne Wright (Office Manager)
- If a staff member other than the class teacher receives information about attendance or lateness, they are to inform Joanne Wright or Andrea Scott (Family Support Worker)

Computerised Data

The information in the registers will be entered daily onto our RM Integrus system by the office manager (Joanne Wright).

Absence

Authorised Absence

An authorised absence is when a pupil is away for a reason acceptable to the school. The school (not the parent) determines whether an absence is authorised

after receipt of a written explanation from the parent/carer and evidence is provided. Explanations from pupils or siblings are not sufficient. An authorised absence will only be permitted in exceptional circumstances.

Unauthorised Absence

Where children are absent from school and this has not been authorised, an unauthorised mark will be issued. If children have more than ten sessions of unauthorised absence across an academic year a fixed term penalty notice will be issued by the local authority which currently stands at £60 per child per adult.

The school will follow up on all unauthorised absences, communicating parental responsibility for providing explanations.

- ✓ Unauthorised absence letter
- ✓ Home visit
- ✓ Phone call home

Parents are strongly discouraged from taking their children out of school during term time.

- ✓ Special leave of absence can be authorised at the headteacher's discretion but evidence will be required. This will only occur in exceptional circumstances.
- ✓ Any leave of absence for medical appointment or religious observance will go to the headteacher and evidence must be provided
- ✓ If a parent/carer feels it is absolutely unavoidable to take their child out of school for leave of absence, they must complete a leave of absence request form, in advance, for consideration by the Headteacher.
- ✓ Any special leave of absence which including a request for a child to be out of school for over one session can only be authorised by the Headteacher.
- ✓ Each case will be considered individually based on the nature of the request, Parents will be informed in writing of the decision on their request.
- ✓ Any time taken without the school's authorisation, or any additional time taken over and above the amount authorised will be recorded as unauthorised absence and if more than ten sessions will result in a penalty notice (see Code of Conduct for Education Related Penalty Notices).
- ✓ If a pupil does not return on the agreed date, the school will make every effort to contact the family by telephone and in writing. If no contact is made, or if the absence has been extended for anything other than unavoidable circumstances, the school will refer this to the ISIT team if they do not return within 10 school days. If no contact is made with the

family by school or contact and referral then a letter will be sent to parent/carer informing them that the pupil has been taken off roll, this will always be done in consultation with the Admissions Team.

2. Punctuality

- School starts at 8.55 a.m. It is expected that all pupils arrive in good time.
- If pupils arrive after 9.05am they will be marked as late.
- If pupils arrive after 9:30am this will incur an unauthorised absence mark.
- Lateness is monitored using Inventry.
- A late letter will automatically be sent to parents/carers if there is regular lateness.
- All unauthorised lates after 9:30am are treated as unauthorised absences.

3. Monitoring Attendance and responding to Patterns of Attendance

School staff will respond when a pattern of low attendance emerges.

- The school is responsible for initial interventions. When a pattern of poor attendance emerges (below 92%), a discussion is needed between the parent, class teacher and school leadership team to determine a course of action.
- If there is no improvement, the parent will be informed by letter and all periods of absence which follow MUST be confirmed with a letter from a medical professional. If there is still no improvement after suitable interventions by the school, the local authority attendance enforcement team will become involved following a referral from the Headteacher
- To ensure that all patterns of low attendance are identified and dealt with swiftly, Helen Smith (Headteacher and Lead on Attendance), Andrea Scott (Family Support Worker) and Joanne Wright (Office Manager) will meet each half term to discuss and agree a course of action for all pupils with attendance under 90%. The agreed action may include:
 - ✓ Closely monitoring the situation
 - ✓ A request for additional evidence
 - ✓ A letter from the school
 - ✓ A meeting with the school
 - ✓ A home visit

- ✓ A referral to the attendance enforcement team
- A series of standard letters are available to be sent to parents. These will be sent out by the school.

Supporting the Reintegration of pupils after Extended Absences

All pupils who return to school after an extended period of absence need to be supported. Each case will be considered individually and a plan will be drawn up to best support the pupil's academic and social reintegration into the school.

Taking Pupils off Roll

- All pupils who leave St Oswald's CE VA Primary School to attend another school (except for secondary school transfers) will remain on roll until their admission elsewhere is confirmed.
- In the case of pupils who disappear (i.e. leave with no indication of where they are going or whether they will return), the school will make every effort to contact the family on the telephone and in writing. If contact cannot be established, the school will make a formal referral to South Tyneside ISIT Team.

4. Encouraging Good Attendance and Punctuality

Whole school activities will raise the profile of attendance and punctuality through:

- ✓ Certificates for 100% attendance for each term.
- ✓ 100% attendance annually = £10 gift voucher
- ✓ Trip as 100% termly reward
- ✓ Displays around the school
- ✓ Website weekly update
- ✓ Weekly Class competitions to win attendance reward.
- ✓ Weekly updates regarding class attendance on the school website

5. Communicating with Parents

It is essential the parents/carers of all pupils understand the school's attendance policy and their role in ensuring their child has good attendance.

- Parents/carers are responsible for ensuring their children arrive at school on time each day.
- Parents/carers must contact the school in person or on the telephone to provide an explanation on the first day their child is absent.