



# Attendance and punctuality Policy

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>MRS LOUISE PONSONBY</b>
<b>APPROVED:</b>	<b>MARCH 2017</b>
<b>SIGNED:</b>	<b>ROLE: CHAIR OF GOVERNORS</b>
<b>TO BE REVIEWED:</b>	<b>MARCH 2019</b>

## **RATIONALE:**

Governors and staff at Norton Infant School believe that good attendance and punctuality is essential if children are to gain the maximum benefit from school and acquire the educational and social skills to equip them for life.

Norton Infant School aims to achieve good attendance by operating an attendance policy within which school staff, parent(s)/carer(s), local community the Attendance Service and other agencies can work together in partnership.

School staff will monitor attendance and ensure quick and early intervention if a problem is identified. The vital role of parents in securing good attendance is recognised and a high priority is given to communicating with parents. Staff will seek to establish strong home school links from the time of admission; this is reflected in the Home School Agreement. Good attendance will be seen as an achievement in its own right and celebrated in school. The attendance policy is based on equal opportunities for all.

Attendance Policy Group Members:

Name	Role	Responsibility
Miss A Tunney	Head teacher	To monitor the attendance throughout the school. To raise the attendance of those children identified as being at risk.
Mrs L Ponsonby	Deputy Head	To monitor the attendance situation of individual children. To raise the attendance of those children identified as being at risk. The welfare of children in school. Feedback to governors.
Mrs J Smith	Attendance administrator	See Duties
Welfare sub-committee	Governors	To keep a check on the general situation.

## **AIMS:**

- To ensure that all children attend school well and are punctual.
- To ensure that all parents are aware of the importance of good attendance and their own role in securing it.
- To gain the support of parents in ensuring that children arrive on time.
- To help every child reach their maximum potential unhindered by unnecessary breaks in their school life.
- To create an environment for learning and a curriculum to meet pupils' needs.
- To monitor attendance and respond promptly to concerns.
- To establish effective communication with parents.
- To encourage awareness of the effects on educational progress of long periods of absence.
- To maintain an effective partnership with the Attendance and Pupil Welfare Service and other agencies.

### **To achieve these aims we will:**

- Encourage parents to contact us on the first day of absence.
- Ensure that the class teacher and admin staff are aware of the policy of the DfE for appropriate authorisation of absences and consistently applies it.
- Have a system for discussion with and referral to the Education Welfare Officer
- Contact other agencies when appropriate.
- Work towards ensuring that all pupils feel valued members of the school community and know that they are missed when they are absent.
- Recognise and reward good and improved attendance.
- Keep good records of attendance through school registers and take action to follow up absences.
- Raise attendance awareness at the beginning of each academic year by sending an attendance leaflet home, "The importance of good attendance."
- Raise attendance awareness by sending termly individual attendance certificates home.
- Maintain good communication with parents by sending follow up letters home to acknowledge parents that their child's attendance is improving.
- Doncaster local authority attendance and welfare characters Sam and Sammie to visit school to promote good attendance and punctuality.

### **The Headteacher and Deputy Head will:**

- Ensure all class teachers and admin staff are familiar with the school's attendance policy and that the marking of absence is consistent with the DfE guidance.
- Oversee the rewards system
- Gather statistics on attendance and monitor for improvement.
- Monitor closely children with attendance and punctuality issues and work with parents, and wherever possible other agencies, to bring about improvement.
- Work effectively with the Attendance and Pupil Welfare Service and other agencies to follow up attendance issues promptly and efficiently.
- Support families as necessary.

### **Teaching and support staff will:**

- Be consistent in completing accurate registers in accordance with DfE requirements.
- Report cases needing further attention to the Headteacher at weekly staff meetings.
- Deliver the curriculum in an interesting, challenging and stimulating way.
- Create a caring and secure environment for learning within the classroom.
- Give positive reinforcement to all pupils whenever possible.

### **The Administration Staff will:**

- Follow up the reason for absence when a pupil returns if no contact has been made with school previously.
- Record all messages taken in person or by telephone regarding absences and pass on a written message to the class teacher on the first day of absence. Contact will be attempted when no message has been received by 10am.
- Weekly check all registers, total attendances for rewards and DfE purposes, follow up inaccuracies and notify the Headteacher of the class receiving the attendance

100% Bear and almost there Bear

- Collate registration reports for Headteacher/Deputy Head as required.
- Send attendance booklet home at the beginning of the academic year
- Half-termly record all DfE information on computer records.
- Produce termly 100% attendance certificates for Class Teachers to sign.

Send termly %attendance home to inform parents of their child's attendance throughout the year.

- Produce letters 1, 2, and invitations to attend meetings in school when requested by Headteacher/Deputy Head
- Produce follow up letters for parents to acknowledge that attendance is improving
- Produce daily absence report and send to Headteacher/Deputy Head
- Annually produce DfE returns for attendance, attendance data for pupil reports and notify the Headteacher of pupils requiring book tokens for 100% attendance.

### **Identification and Referral**

- Attendance Monitoring takes place half termly.
- Identification of concerns are made from a child's % attendance and reasons for absence.
- Teaching staff have the opportunity to raise attendance concerns as part of a weekly staff meeting agenda item.
- Head teacher and Deputy Head will contact parent(s)/carer(s) with letter 1
- Following the letter, there will be four weeks monitoring of the child's attendance
- If there is improvement an acknowledgement letter will be sent home, (Well done letter)
- If there is no improvement, at this point, attendance letter 2 may be sent and parent (s)/carer(s) may be invited in to school for a meeting. No absences will be authorised.
- After a four week monitoring period, if there is no improvement parent(s)/carer(s) will be invited into school and an Attendance Support Plan will be implemented.
- If there is no improvement after a four week monitoring period we will inform parent(s)/carer(s) that a referral will be made to the Attendance and Welfare Service.
- Reinforcement of parental duty to ensure full school attendance. Referral to Attendance Service will consist of the referral form, copies of all correspondence to parent(s)/carer(s) and a print out of the child's attendance certificate.

### **Punctuality**

School begins at 9am. Doors are open from 8.45am. Children are expected to be in school for registration at this time.

Children who are consistently late are disrupting not only their own education but also that of others.

Where persistent lateness give cause for concern, a punctuality letter will be sent home.

If there is no improvement parent(s)/carer(s) will be invited into school for a meeting.

### **The Education Welfare Officer will:**

- Carry out the policy and procedures of the LA.
- Respond to referrals as promptly as possible.
- Provide effective liaison with parents, school staff and other agencies as appropriate.
- Implement appropriate interventions to address referrals including individual and family casework, referral to other agencies and action in court.

### **The Governing Body will:**

- Ensure that the legal requirements for registration and keeping of registers are complied with.
- Review the school's attendance policy.
- Set attendance targets for the school in consultation with school staff.
- Receive reports on statistics and the deletion of pupils from roll.
- Encourage good attendance.
- Review Home School Agreements.

### **Rewards for attendance:**

The whole class is rewarded if it achieves the highest school attendance for the week, with an attendance Princess Bear. 100% class attendance will also have a reward such as extra playtime or the choice of a particular play activity.

Individual 100% attendance will be recognised by certificates, which will be awarded on termly basis.

Children will be advised about our school policy on attendance:

In assemblies

In the classroom

Through PSHE

Louise Ponsonby

Deputy Headteacher

March 2017

## Register Codes

- Λ Pupil present at registration
- B Dual registration at another school (this is treated as authorised absence for DCSF returns)
- C Other authorised absence (eg weddings, parents ill)
- D Dual Registration
- E Excluded
- F Extended family holiday (agreed)
- G Family Holiday not agreed
- H Annual family holiday agreed (must have completed holiday form)
- I Illness
- J interview
- L Late after registration but before 9.30am – marked by office staff
- M Medical Appointments when a full session is missed
- N No reason yet provided for absence
- O Unauthorised absence
- P Approved Sporting activity
- R Religious observance
- S Study Leave
- T Traveller absence
- U Later after registration closes at 9.30am
- V Education visit
- W Work Experience
- X Phased start in Reception
- Y Enforced Closure