

Attendance Policy

This policy is written in accordance with advice from Manchester School Attendance and Education other than at School (EOTAS).

Temple Primary School believes that good attendance is vital for all our pupils if they are to gain the most from the education we provide. There are clear links between regular attendance and attainment.

We aim to:

Ensure that all pupils attend school regularly and punctually.

Develop an attitude throughout the whole school community that values regular attendance at school.

Provide an effective but manageable means of monitoring attendance both for groups and individuals.

Be able to seek for school and/or provide for parents, effective and prompt support for families experiencing difficulties over attendance.

Parents responsibilities

From the age of 5 children are required by law to attend school for 190 days of the year, unless the child is ill or because of other extenuating circumstances. It is the parent's duty to see the child is sent to school, arrives on time, in correct clothing, and is in a condition to learn e.g. not too tired.

If a child is unable to attend school, it is the parent's responsibility to telephone or otherwise inform the school as to why the child is absent. This must be done between 8.30 and 9.30am.

Pupils responsibilities

They will attend school regularly.

They will arrive on time, appropriately dressed and prepared for the day.

Schools responsibilities (in partnership with the EOTAS)

- To give attendance and punctuality a high priority.
- To keep efficient and accurate records of attendance and timekeeping.
- To contact families on the first day of absence where a pupil fails to attend and no explanation is given.
- To raise awareness of the importance of good attendance and punctuality through newsletters, parents meetings etc.

Administration

Registration plays an important part in the life of the school. Electronic SIMS registers should be filled in carefully. It is important to note that registers are an important daily record of pupils attendance, they are documents that may be required in a court of law, for example as evidence in prosecution for non attendance at school. They will also contribute to the pupil's annual report.

8.55-9.00	Doors are opened and registers taken.
8.55-9.15	Registers remain open during this time and arrivals after 9.00 are noted. Registers close at 9.15 a.m.
9.15-10.00	Registers are checked for absences, Lates are added and an absence list is created. First day response calls are made. The vulnerable list is checked and absent pupils on this list are passed to the Family Support worker or Head teacher for immediate action.
10.00 onwards	Home visits are made to identified pupils
12.40 onwards	Afternoon registers remain open during this time

If a child goes out of school for any reason during school time e.g. dental appointment, his/her time of departure and return will be noted in the Inventory system.

Absences

Absence will be authorised by the Headteacher and categorised as follows:

Illness In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances This relates to occasions where there is cause for absence not covered by another appropriate code e.g. young carer, birth of a child.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Authorisation cannot be given for shopping trips, birthday parties, airport visits, etc.

An amendment has been made to The Education (Pupil Registration) (England) Regulations 2006 which came into force 1st September 2013

The new regulations remove all reference to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time for holidays. Where the headteacher deems the leave request to have exceptional circumstances, then authorized leave may be granted and only the head can determine the number of school days a child can be away from school.

If the permission to take leave is not granted and the pupil still goes, the absence will be **unauthorised**. In such cases the school may request The Local Authority to issue a Penalty Notice. If the absence exceeds 10 school sessions the child may lose their place and will therefore be removed from the school role. This rule will also apply to children of non-statutory school age.

Only in **exceptional circumstances** will absence of more than 5 school sessions be agreed.

In the case of traveller's children, authorisation may be given for absence when it is clear that the family are moving but intend to return in the reasonably near future.

Strategies for maintaining high profile, good attendance and punctuality

The school believes in early intervention – the first day response programme operates. Attendance is monitored closely and interventions are planned to address the issues which may be causing poor attendance. The whole school is encouraged to take responsibility for good attendance which is celebrated and rewarded with incentives.

1st day response

On the first day of absence, at 9.30am the school will contact all parents who have not notified the school of their child's absence.

If a valid reason is obtained, the child's period of illness will be monitored.

If a valid reason cannot be obtained by the end of the 1st day of absence, a home visit is organised for the following day.

There is a Vulnerable list of children who are subject to a Child Protection Plan, children whom the school has concerns about safeguarding or persistent absentees.

The family support worker will carry out home visits as a priority on the 1st day of absence for any pupils who appear on this list and whose parents we have been unable to contact or obtain a valid reason for absence.

2nd Day

If the child is absent for a 2nd day without a valid reason, the planned home visit is carried out by the designated person who will establish a reason for the absence and bring the child into school if possible. If it is identified that the family requires support, this will be passed onto the Family Support Worker.

If the child returns to school, the class teacher or FSW will talk to the child about the reason for absence and offer support. A letter of concern is sent home to parents asking them to contact the school to notify us of the reason for absence and informing parents that failure to respond will mean the child's absence is marked as unauthorised. This is followed up with a phone call.

3rd Day

If we have not been able to establish the reason for absence, on the 3rd day a further home visit is carried out by the FSW who will discuss any difficulties the family may be having, offer support and plan interventions. In some cases it may be necessary to begin CAF procedures, to ensure the correct level of multi agency support is given to the family.

If a child has been ill for 3 consecutive days, we will contact the parents for an update and establish when the child is expected back in school.

If the child returns to school, the class teacher or FSW will talk to the child about the reason for absence and offer support. A letter of concern is sent home to parents asking them to contact the school to notify us of the reason for absence and informing parents that failure to respond will mean the child's absence is marked as unauthorised. This is followed up with a phone call.

(See Appendix E for a Flow Chart detailing this procedure)

Monitoring of Poor Attendance

Registers are monitored:

Daily - by the admin team and learning mentor

Weekly - by the class teachers, Family Support Worker and Senior staff (assemblies).

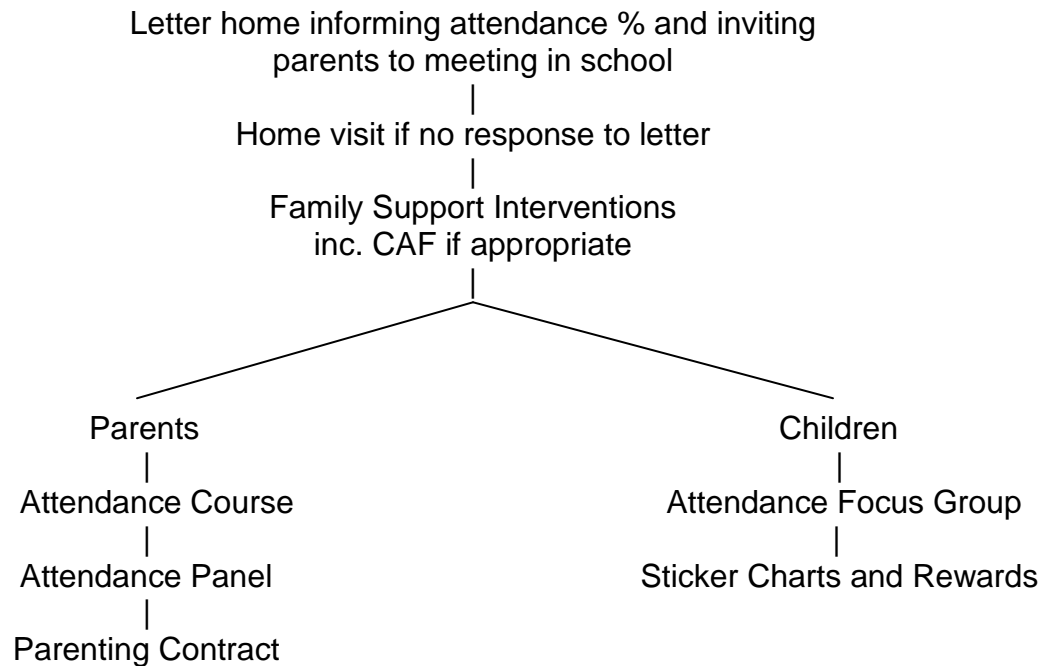
Monthly - by the Headteacher and Family Support Worker.

Persistent Absence

Temple Primary School recognises that persistent absence can be related to problems at home and/or in school. There is a Family Support Worker who will work with the family to identify any additional support that they may need in order to improve attendance. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.

In cases of persistent absence, the Head teacher and Family Support Worker will carry out an assessment and may recommend the process of CAF. It is recognised that the key to successfully resolving attendance problems is through collaborative working.

The school will implement the following continuum of strategies to support improved attendance: (see Distributed Leadership Model Appendix E)



Where parents refuse to engage with the support offered and are capable but unwilling to improve their child's school attendance, the Governing Body will consider the use of legal sanctions such as Penalty Notices and Prosecution.

Prosecution will only be used by the Governing Body when this would be the only effective method to get the child back into school.

Incentives for Good Attendance

Class teachers monitor attendance and pupils take part in recording weekly attendance which is displayed in the classroom windows. Competitions are run across all classes for the best weekly attendance and in the Friday Celebration Assembly the class with the highest attendance percentage is awarded the attendance trophy. Attendance targets are set for the whole school and where necessary for individual classes or individual (groups of pupils). Attendance percentages are reported to the Governors.

Punctuality

School starts at 8.55 and pupils should be in the playgrounds for 8.50, those children who wish to attend breakfast club are welcome from 8.00 to 8.40. If a pupil goes home for lunch they must be back in the playground 5 mins before school starts in the afternoon.

Any child arriving after 9.00 should enter school through the main entrance and report to the Attendance monitor waiting in reception. If accompanied the parent/carer should give a reason for the lateness. The Attendance Monitor will record their name in the Late book before 9.00 a.m. after that they will be recorded on the Inventory system.

If a child arrives after 9.30 in the morning this will be registered as an absence. Afternoon absences will be recorded in line with department lunchtimes.

Where persistent lateness gives cause for concern further action is taken – letters to parents and home visits. If parents know their child is going to be late for any reason they must let the school know.

Medical appointments

Parents must sign their children out and back again at the main office using the Inventory system when attending appointments during the school day. If a child has an appointment in a morning or afternoon session and does not attend school for the other session this will be recorded as an absence, unless previously agreed with the Headteacher.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a pupil.
- Transfer between schools
- Pupil withdrawn to be educated outside the school system.
- Failure to return from an extended leave after both the school and the local authority have tried to locate the pupil.
- A medical condition prevents their attendance and return to the school before ending compulsory school age.
- In custody for more than four months (in discussion with The Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

Temple Primary School will follow Manchester City Council’s Children Missing Education Protocol when a pupil’s whereabouts is unknown.

This policy will be evaluated on an annual basis and should be read in conjunction with other policies e.g. Safeguarding and Behaviour Management.

Appendix A – Parenting contract.

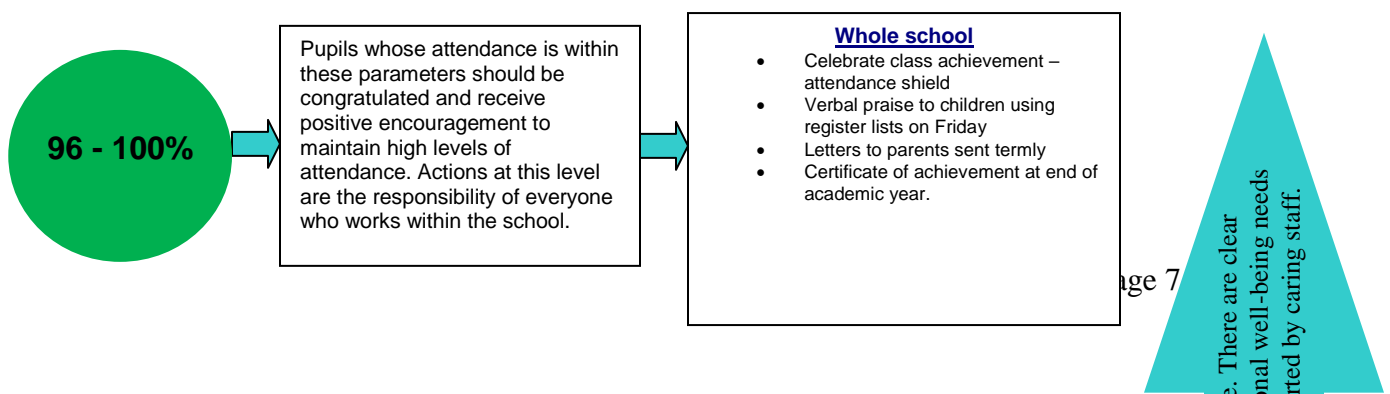
Appendix B – Penalty Notice Warning Letter to the parent

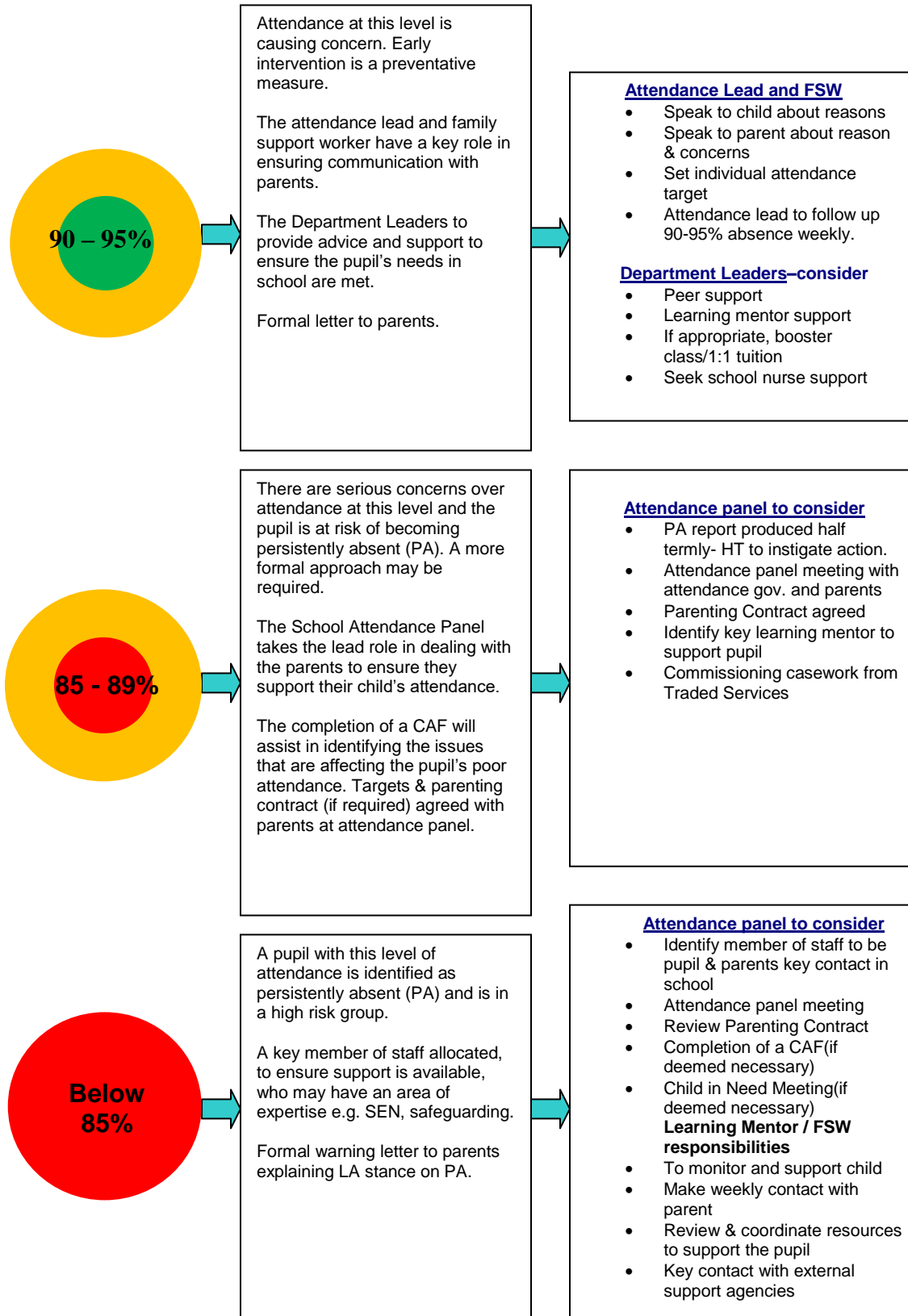
Appendix C – Penalty Notice Request Form. – to the LA

Appendix D – System to tackle lateness

Appendix E – Temple Attendance Distributed Leadership Model

Temple’s Attendance Distributed Leadership Model





Whole School Approach: