



Everybody Excelling Everyday. No Excuses!

Attendance Policy 2014



Everybody Excelling, Everyday. No Excuses

- Vision

Every Pupil will leave Randal Cremer able to excel academically and socially.

- Values

Respect

All Members of our School Community are important to the success of Randal Cremer Primary School

We respect that everyone matters - everyone feels that they are treated fairly & listened to in a non-judgemental manner

We recognise that everyone has a right to the highest possible standard of education and that we each have a personal responsibility to ourselves and others to ensure that this right is never compromised.

Diversity, Inclusion & Equality

We put diversity, inclusion and equality at the heart of everything we do

We welcome and accept all people, and ensure we understand & celebrate everyone's unique differences and similarities

Love

We provide a caring, compassionate, warm, welcoming and nurturing environment for all members of our School Community

Teamwork

We value our relationships and work hard with all members of our School Community to achieve the School's Vision.

High Expectations

We have a commitment to ensure outstanding achievement, enjoyment, health & happiness for self & all members of our School Community

We recognise it takes a 'village' to educate a child

We all work together to ensure consistency of outstanding processes & practices



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POLICY FOR ATTENDANCE, LATENESS AND TRUANCY

AIMS

At Randal Cremer, we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Randal Cremer is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences, school places great emphasis on this in its communication with parents.

If children are to maximise on their time at school, there needs to be a partnership between school and home. This means that parents are to ensure regular attendance and that their child/children are punctual. The Governors also ask that parents sign a Home/School contract to ensure that their child/children have a maximum attendance and are always punctual.

PARENTS/CARERS

Information on lateness, illness and absence is given to parents in the School Prospectus. This highlights the importance of being at school on time and notifying the school if their child is absent for any reason, either by telephoning, in person or by letter first thing in the morning. The school authorises absences, not the parents and our expectation is that we have an explanation from the parent as soon as one is known.

At the pre-school induction meetings held for children about to enter the nursery and reception classes, the importance of regular attendance is always highlighted along with other school routines. This talk includes informing parents about children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left. Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent. This can be done through telephoning. Messages are recorded and passed to the child's teacher. All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the Home School Liaison Team contacts the parent/guardian. This procedure also applies to mid-term admissions.



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Regular attendance includes pupils being punctual. Persistent lateness can be seen as absence.

Parents are asked to share any worries their child might have in school. Sometimes little things upset children which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

PUPILS

Pupils are expected to attend school regularly and punctually and be appropriately prepared for lessons. They should talk to their class teacher or other appropriate adults if there is something that is affecting their attendance at school.

GOVERNING BODY

The Governing Body has responsibility for school attendance and should be familiar with the current legislation.

They are acquainted with the registration system in the school.

They will request records on attendance and procedures as necessary.

A member of the governing body will usually be part of the Pastoral Support Team.

THE HEADTEACHER

The Headteacher has day-to-day responsibility for attendance and will ensure that the school meets all legal requirements, sets targets for attendance and unauthorised absence and publishes attendance figures.

The Headteacher will ensure that parents and pupils are aware of their responsibilities regarding attendance and punctuality at the point of admission. This will be supported in the signing of a Home School Agreement.

The Headteacher has a duty under the Education (Pupil Registration) Regulations 1995 to make a return to the Local Education Authority where there is a poor pattern of attendance or a pupil has had an unauthorised absence for a continuous period of more than two weeks.

Registers are legal documents and must be kept for at least 3 years.

SPECIAL NEEDS CO-ORDINATOR

The SENCO will monitor attendance of all pupils with Special Educational Needs and Disabilities and also all children identified as vulnerable and refer to the Education Attendance Service when necessary. The SENCO will inform any additional agencies that may be involved with the pupil.



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SCHOOL HOME SUPPORT WORKER (SHSW)

The SHSW is here to support the parents/carers and will liaise clearly with the SENCO and Office Administrator with regard to punctuality and attendance of pupils. Where there are concerns they will attempt to make contact with parents/carers by letter, telephone calls and/or home visits.

THE CLASS TEACHER

The class teacher has a vital role to play in raising the attendance and punctuality in our school.

The class teacher will ensure that the registration period is orderly and calm and that the registers are called promptly and correctly. Registration should be closed by 9.05a.m. and 1.15p.m. EYFS 9.15am and 12.45pm and the registers returned to the office.

Class teachers should monitor the attendance of pupils and are responsible for referring pupils with poor patterns of attendance and/or punctuality to the Deputy Headteacher immediately if they have any concerns.

We are also introducing a system to monitor the punctuality of individual children by using a sticker system which is managed by the child and enables them to keep a record of their own and use it as a means to make improvements where necessary.

When pupils have poor punctuality, the school can offer a range of support including places at Breakfast Club and Early Reading Club.

ATTENDANCE CONCERNS

When a pupil is absent for no apparent reason, it is the duty of all staff to consider possible causes. Consideration of the School Behaviour Policy (in relation to bullying) and the Child Protection Policy may be needed in identifying reasons for such absence. In addressing such issues support should be sought from the key coordinators and the Headteacher.

PUNCTUALITY

School starts at 8.55a.m. for all children and in the afternoon, 12.30p.m. for nursery, 1.00p.m. for Infants and 1.05pm for Juniors. Parents must ensure that their children arrive on time and are ready to go to class.

Children should be lined up and ready for class on the ringing of the bell in the morning and a blowing whistle in the afternoon.



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CHILD PROTECTION CONCERNS/SAFE GUARDING CHILDREN

If there are any child protection concerns, the designated teacher for child protection (SENCO, in their absence the Head or Deputy.) should be informed on the first day. This includes children who are on the:

- Child Protection Register,
- Looked After Children Children who appear to be at risk.

The parents /carers will be contacted as to why the child is absent.

If Parents/Carers cannot be contacted they will be deemed as a missing child, referred to the School Attendance Officer who will follow this up using Central Transfer Records. Any other agencies who may be involved will also be informed immediately.

CHANGE OF ADDRESS/PHONE NUMBER

For Health and Safety reasons, parents must inform school immediately if they have a change of address. In case of emergency we must be able to contact the parents or a named person. Parents provide this information when they first register their child, and at the start of each academic year. If there is any change with regard to contact telephone numbers or the address at which the child lives, school must be informed immediately.

MOVING TO ANOTHER SCHOOL

Parents/Carers must notify the school immediately if they are removing their child to start at another school. The parents must provide the name of the new school. If a family are moving to a new address, which requires the child to attend a new school but the child is not yet registered then parents/carers should provide the school with their new address.

HOLIDAYS AND EXTENDED HOLIDAYS

DfE's persistent absence threshold is 15%

In September 2011 the government changed the definition of persistent absence, so that a pupil is considered to be persistently absent if he/she is away for over 15% of school sessions in an academic year.

The Education, (PupilRegistration) (England) Regulations 2006. Amendments have been made to the 2006 regulations in the The Education, (PupilRegistration) (England) Regulations 2013. These amendedments apply from September 2013. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



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Even in exceptional circumstances, permission may only be granted for a maximum of 5 days providing the child has a good (95% or higher) attendance record over the previous 3 terms.

Where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school Governors, no less than 4 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed 5 days.

Parents/carers must give an expected return date and notify the school as soon as possible if this changes. They will be required to submit evidence of exceptional circumstances and copies of flight tickets giving leave date and return date.

If leave is taken without prior authorisation by the school. It will be recorded as unauthorised absence and the Education Welfare Officer will be notified. It is likely that a fixed penalty will be issued to any parents taking unauthorised absences during term time.

If a pupil fails to return within ten school days of the agreed date and the school have not received any explanation for the continued absence the pupil may be removed from roll. (Education Pupil Registration) Regulations 1995 S.9(e).

The Governors will not authorise any holidays at times when pupils are scheduled to take public examinations. Parents will be notified as soon as these dates are known.

The Education Penalty Notice Regulations 2007.

- The level of absence at which a penalty notice will be considered will be at least 10 sessions (10 consecutive sessions in the case of term time holidays) of UA over 12 week period, (rising to a 16 week period where the unauthorised absence crosses an academic year) along with clear and identifiable levels of parental collusion/lack of co-operation with school and LA.
- Other factors to be considered alongside this threshold include:-
- Persistent absenteeism – pupils who have been identified within specific schools as PA pupils and there have been insufficient attempts on the part of the parent to rectify the situation.
- Persistent lateness, after close of register (Absence code U – late after register closed / unauthorised absence) AFTER school disciplinary procedures and sanctions have been applied).
- Successive interception from Truancy Patrols.



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- **Unauthorised Term Time Holidays:** The deliberate taking of a holiday in term time where this has created a period of unauthorised absence in a year of at least 10 sessions. In situations where a holiday has been taken the warning letter should be issued immediately, with a further 2 days allowed to enable the parents to receive and respond to the warning. Thereafter, the penalty notice can be issued.

A penalty is now £60 if the penalty is paid within 21 days and £120 if it is paid within 28 days. (A notice served by post is deemed to have been received on the second day after posting).

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Pupil Leave during the School Day

During school hours the school staff are legally in Loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school
- Whenever possible, medical and other appointments should be made outside of school time
- Parents are requested to confirm in writing, by letter or email, or via telephone, the reason for any planned absence, the time of leaving and the expected return time.
- Pupils must be signed out on leaving and signed back in on their return
- All pupils leaving with permission will be given a written authorisation slip by the school in case of being stopped by Attendance patrols
- If a pupil leaves the school site without permission their parents will be immediately contacted. Should the school be unable to make contact with the family, it may be appropriate, in certain circumstances to contact the Police and register the pupil as a missing person.

Rewarding Good Attendance

- Every week the class in each key stage that has the highest attendance receives a trophy.
- The class with the most trophies each term receive a 'film' afternoon
- All pupils with 100% attendance each half term will receive a certificate.
- At the end of the Summer term all pupils with 100% attendance will receive a special medal and also be able to take part in a special end of year trip.
- Any pupils with medical needs that impact on their ability to come to school every day, will have their attendance adjusted to reflect this.
- Any pupils with 100% attendance and 100% punctuality will also receive a special prize at the end of the summer term.



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Headteacher:.....

Date:.....

Chair of Governors:.....

Date:.....

Review Date:.....