



PARK LANE
PRIMARY SCHOOL
AND NURSERY

Attendance Policy

Date: September 2019
Review Due: September 2020

Reviewed Annually

Attendance Policy

At Park Lane Primary School we believe that children learn effectively if they attend school regularly. We seek to ensure pupils receive a full or part time education depending on whether they attend the primary school or nursery. The staff work with pupils and their parents/carers to ensure each pupil attends regularly and punctually and is collected on time.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer.

It is also important that parents do not send children to school if they are unwell.

Park Lane staff strive to provide a welcoming and caring environment whereby each member of the school community feels wanted and secure.

Aims

We aim to:

- Support pupils and their parents in establishing the highest possible levels of attendance and punctuality.
- Improve the overall percentage of pupils attending school.
- Prioritise attendance and punctuality through School Improvement planning.
- Provide support, advice and guidance to parents and pupils.
- Develop a systematic approach to analysing attendance related data.
- Develop a positive and consistent line of communication between home and school.
- Implement rewards for attendance above 94% and 100%.
- Promote an effective partnership with the ESW and other services and agencies.
- Recognise the needs of individual pupils when planning a reintegration programme.

Management

Mrs Watson-Nash and Mrs Hancock are responsible for all attendance issues.

The senior leadership team reports to the Griffin Schools Trust Progress Board and Governing Body each half term on the percentage of staff and children's attendance and issues arising.

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Registration takes place in the classroom at 8.55am and pupils who arrive after 9.00am will be recorded as late to school. **At 9.25am the registers will close. This means that a child arriving after 9.25am will be marked as absent for the morning session. A reason will need to be provided either by letter or by leaving a message with the Admin Office, this will be recorded.** Registers are taken in the classroom directly onto SIMS. Pupils arriving after registration has closed sign in using the Inventory system where a late mark is recorded and updated directly to SIMS.

Reward systems are in place termly and at the end of the academic year for pupils achieving 94% attendance or above. A fun day for children achieving 98% attendance is organised in the summer term and is free of charge.

Parents may contact the school by telephone, e-mail, letter or in person on the first day of any absence with an explanation for their child's absence. Text messages are sent to parents on the first day of absence if they have not contacted us. Clearly defined late procedures are in place and late marks are recorded directly onto SIMS via the Inventory system. If a child is persistently late the headteacher meets with the parents. Breakfast clubs/before and after school clubs are organised to assist working parents.

Any attendance issues and persistent absences are discussed at parents evening and meetings. Details of attendance is also given on end of year reports

The Headteacher talks to new parents and carers at the induction meeting for new children entering nursery and reception classes about the importance of regular attendance and arriving on time at the start of school and at home time.

Parents and carers are asked to take family holidays within the school holidays. Procedures are followed for parents wishing to take family holidays during term time.

The staff are concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a concern then immediate action is taken. The EIS are also kept informed of any attendance issues with special needs children.

Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. Pupils who are late must report via the front door to the School Administration Office during session times and to the Senior Midday Supervisor at lunchtimes. Breakfast Club is available from 8.00am and the school doors are open from 8.45am.

Pupil Leaving 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, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents are requested to inform school staff the reason for any planned absence, the time of leaving, the expected return time.

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- Pupils are signed out on leaving the school and signed back in on their return using the Inentry system located outside the school office.
- Where a pupil is being collected from the school, parents must report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstance, to contact the Police and register the pupils as a missing person.*

Leave of Absence

The school holiday dates and end of Key Stage Assessment dates are sent to you in advance and leave of absence **will not** be authorised during these assessment periods for the appropriate year groups. INSET dates are published as soon as the school have agreed these, but may be subject to change.

Parents wishing to take their child out of school during term time will be asked to attend a meeting with Mrs Watson-Nash and Mrs Hancock to discuss the reasons for the absence. Minutes from this meeting are recorded and filed with the application for leave of absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations)(England)(Amendment) Regulations 2013.

- Headteachers **shall not** grant **any** Leave of Absence during term time **unless they consider there are exceptional circumstances** relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.
- Headteachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits

Authorised Absence will be approved when:

- Either a leave of absence form has been completed and approved or a hand written note has been provided. This note will be recorded as received and kept on file.
- The school's Admin Office has been informed verbally and fact noted.
- A doctors/dentist card is shown and the information is recorded.

Missing Children

After two weeks inform the Educational Social Worker unless contact has been made with families. The child is then reported as missing and is then the responsibility of the ESW service.

School Visits – off site

Class teacher should mark all pupils present or absent as for a normal school day. They should then forward to the school's admin office a complete list of pupils and adults who are present in school but are subsequently due to depart on a school visit. Administration staff will then make a manual entry in the Attendance module to indicate the attendance circumstances for that particular day. (NB /\ will be changed to V which signifies Educational Visit.)

Dinner Register

During the am Registration Period class teachers should complete the register directly onto SIMS.

Community & Parents/Carers

We expect that all parents/carers will:

- Ensure their child attends school and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school **daily** if their child is absent or if known in advance, whenever their child is unable to attend school.

The school prospectus, newsletters and induction meetings promote our aim to raise our attendance levels.

Head of School's Role

The head of school oversees the management of attendance and makes reports to the Griffin Schools Trust Progress Board and Governing Body.

Managing the Effectiveness of the Policy

This policy has been devised by the Senior Management Team (with acknowledgements to the DfES Best Practice website and Warwickshire Education Authority guidelines).

It is an ongoing document and reviewed