

Saltaire Primary



Policy Approval Date	May 2018
Policy Renewal date	May 2020
Committee	
Statutory Policy	
Policy on Website	

Attendance Policy

Schools and colleges and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance Working together to safeguard children.

2. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

3. No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

4. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes

Keeping Children safe in Education 2016

The aims of the attendance policy are to:

- To ensure that children are safe and properly cared for.
- To encourage children to attend school regularly and on time so that they will be able to take full advantage of the educational opportunities available and as a result enjoy and achieve.
- To raise standards of attainment and progress for children in school
- To reward good attendance
- To promote good relationships between home and school

Where this is not the case we will follow a staged procedure designed to encourage consistent attendance.

Implementation

As a school we will ensure that

- pupils are registered accurately and efficiently
- parents or carers are contacted when reasons for absence are unknown or unauthorised
- phone parents and carers on the first day of absence if we have not been informed of a reason for absence by 9.15 am. Following this we will call everyone on the contact list if we have had no response. We will contact the list twice. Following

this, we will make a home visit and consider contacting the police if we are still concerned.

- pupil attendance and lateness is monitored regularly for each half term
- school attendance statistics are reported to governors
- The criteria by which we record and authorise absences are consistent amongst all classteachers.

Parents or carers will

- encourage good attendance
- inform the school on the first day of non-attendance
- keep children off school for 48 hours after symptoms stop in the case of vomiting or diarrhoea
- discuss planned absences with the school in advance (e.g. family holidays, special occasions) and complete the appropriate holiday request form at least 2 weeks before absence.

Procedures

Class teachers will

- Register their class electronically at the beginning of the morning and afternoon session. The office to check all registers completed after morning and afternoon registration
- Mark children late after 9.05am and 1pm.
- Notify the office of any absence by posting a comment on the register against the relevant child
- Ensure that children coming late and children leaving early notify the office.

Admin staff will

- Keep a record of children who arrive late or leave school early.
- Inform classteachers of any authorised holiday absence.
- Phone parents and carers on the first day of absence if we have not been informed of a reason for absence by 9.15 am. Following this we will call everyone on the contact list if we have had no response. We will contact the list twice. Following this, we will make a home visit and consider contacting the police if we are still concerned.
- We will aim to have 4 contact numbers recorded for each child in school
- Mark children late 'L' between 9.05 and 9.20am
- Mark children with a 'U' – on the school premises but too late for an attendance mark after 9.20am
- Mark children with a 'M' when late because of medical appointments

The PPPO will

- Monitor and review attendance data on a weekly basis
- Meet with the Head of school once a half term to review attendance data.
- Identify individuals who are a concern.

- Discuss individual children with class teachers and or parents.
- Refer to the Education Social Worker any children who are a continuing concern.

The Head of School will

- Send a letter once a year to parents to encourage attendance and inform parents of their responsibilities outlined previously.

The Education Social Worker (ESW) will

- Monitor the attendance /punctuality of children referred.
- Decide on a course of action in consultation with senior staff this may include a visit or contact by letter.
- Liaise with relevant agencies within our mainstream support group to discuss a referral if appropriate.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. We publish our overall attendance in the School profile.

Request for Leave of Absence

In exceptional circumstances there are times when a parent may legitimately request a leave of absence which might include the following:

- A parent is seriously/terminally ill and the holiday proposed is likely to be the last such holiday;
- There has recently been a death or other significant trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation;
- The holiday is a unique one off never to be repeated occasion which can only take place at the time requested.

Parents do not have any right or entitlement to expect term time leave to be granted and all leave is granted at the discretion of the Executive Headteacher/ Head of School . Leave for the purpose of a family holiday will only be granted in exceptional circumstances. If leave is taken without authorisation, it will be recorded in the school attendance register as unauthorised holiday absence.

Chair of GovernorsDate

Headteacher.....Date

IMPROVING ATTENDANCE

For a generally healthy child, the following would apply:

1 DAY IS EQUAL TO 0.5128% OF A CHILD'S ATTENDANCE

½ DAY IS EQUAL TO 0.256% OF A CHILD'S ATTENDANCE

	% Attendance	Days Lost	
OUTSTANDING	100	0	
	99	2	
GOOD	98	4	
	97	6	
SATISFACTORY	96	8	
	95	10	2 SCHOOL WEEKS OF LOST LEARNING
UNSATISFACTORY	94	12	
	93	14	
	92	16	
	91	18	
	90	20	4 SCHOOL WEEKS OF LOST LEARNING
	89	22	
	88	24	
	87	26	
TOTALLY UNACCEPTABLE	86	28	
	85	30	
	84	32	
	83	34	
	82	36	
	81	38	
	80	40	1 (8WK) HALF TERM OF LOST OPPORTUNITY
	79	42	
	78	44	
	77	46	
	76	48	
NEGLECT	75	50	
	74	52	
	73	54	
	72	56	
	71	58	
	70	60	1 (12WK) TERM OF LOST OPPORTUNITY