



Manor Primary School Policy Document

Attendance Policy

Written	May 2014
Approved by Governors	May 2014
Reviewed	May 2016
Review Date	May 2018

‘Our vision is to create a school community where children grow into happy, confident and responsible individuals, who work hard together to achieve their full potential.’

Rationale

Manor Primary School is committed to providing a high quality educational experience for all pupils. We believe that if pupils are to benefit fully from this, good attendance is crucial. As a school we will do all that we can to ensure maximum attendance. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. Parents have a vital role to play and we aim to establish strong communication systems that can be used whenever there is concern about attendance; we will investigate, identify and strive to work in partnership with parents and pupils to resolve any problems as quickly and efficiently as possible.

The Education Act 1996 requires parents/carers to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day - once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Aims

- To encourage full attendance and punctuality.
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence.
- To acknowledge and reward a successful record of attendance.
- To ensure a consistent approach throughout the school.

Punctuality

It is the responsibility of parents/carers to ensure their children arrive at school on time. Punctuality is monitored by the school and parents will be contacted if their children are persistently late. These cases may be referred to the Educational Welfare Officer (EWO).

Separate registration codes are required for lateness prior to close of registration and afterwards. Registers will remain 'open' for the first 30 minutes of the morning registration period. In circumstances such as bad weather or public transport difficulties the school may keep the register open for a longer period. Late arrival during this period will be coded as 'Authorised Late' (L).

Late arrival after the register is closed is an 'Unauthorised Absence' (coded U). Where a pupil arrives after close of registration with a legitimate reason, the absence should be authorised using the appropriate code (for example due to an appointment with a doctor).

Reporting Absence

In the event of a pupil's absence, it is the responsibility of parents/carers to inform the school of the reason on the first day, preferably by phone or otherwise via a note.

If parents have not contacted school on the first day of absence, the school will make telephone contact with them by 11am.

In the case of long term illness the school should be notified. If it is known that a pupil will be absent for more than 2 weeks, the EWO will be notified.

Where a pupil has 20 sessions of illness over the course of an academic year, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence.

Requesting Absence during Term Time

All requests for planned absence must be made using the S2 form, available from the office, a minimum of 3 weeks beforehand. The Headteacher will consider each application but is unable to authorise absence except for:

- Sickness or unavoidable cause (solely affecting the child).
- Days set aside for family religious observance.
- Where LA transport to which the child is entitled has not been provided.
- Exceptional circumstances approved by the Headteacher (a maximum of 10 days in any school year).

There is no entitlement to avoidable absence such as holidays during term time.

In cases of unauthorised term-time absence, the Headteacher can apply directly to the Education Welfare Service to generate a penalty notice warning letter without necessarily contacting the school's Educational Welfare Officer (EWO). This would be done by completing a Penalty Notice Certificate of Absence Form and returning it to the penalty notice office of the EWS.

Monitoring Absence

Teachers will maintain accurate attendance registers and alert the Headteacher if they have any concerns about attendance or punctuality.

The Administrator will provide the Headteacher with an Attendance Report at the end of each half-term, including an individual breakdown for any child whose attendance for the year to date falls below 90%.

The Headteacher will make contact with parents / carers where there are any concerns about attendance or punctuality and obtain advice from the EWO where necessary. The Education Welfare Officer will be notified in the following circumstances:

- Unauthorised absence by a pupil of more than 10 half day sessions (in aggregate) in any one term.
- Attendance of less than 85% by any pupil.
- Where action taken at school level has failed to improve attendance / punctuality for a particular pupil.

An attendance meeting may be called, including parents/carers, EWO and, if appropriate, the school nurse. The meeting will be used to discuss problems, offer support and to set targets for improvement.

When a pupil's attendance falls below 85% and they also have 10 or more unauthorised absences, unless there are extenuating circumstances, they should be considered for 'Fast Track to Attendance'.

Leaving the School

Parents are to inform the school in writing if a child is removed from a roll. Details of the new school should be provided, if applicable. If a child leaves a school to be home educated, then form EWS 10 must be completed and returned to the EWS service.

When a child moves from school and no notification is received from another school, the 'old' school should complete a (CME) 'Child Missing Education' form and return it to the EWS.

Promoting Good Attendance

We will promote good attendance through:

- Awarding an Attendance Cup in assembly each week to the class with the highest attendance.
- Awarding 'Attendance Leaves' at the end of each half term, in assembly, to be displayed on the 'Attendance Tree' – Gold (100%), Silver (98%+), Bronze (96%+)
- Celebrating the above through the School Newsletter each week.
- Regular articles in the school Newsletter regarding the importance of good attendance and punctuality
- Parents' meetings, and other occasions will be used to stress to all parents the importance and benefits of regular attendance and punctuality.
- It is the Governors legal responsibility to monitor and evaluate attendance in their schools. A report on attendance will be given in each termly Headteacher's Report.

