

Attendance Policy

Policy Review Period 1 Year

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Committee Owner Children and Their Learning

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Introduction

The School seeks to ensure that all its pupils receive a full-time education which maximises the opportunity for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels valued, safe and secure.

All school staff will work with pupils and their families to ensure that each pupil attends school regularly and punctually.

The school will establish an effective system which acknowledges the efforts of pupils and their parents/carers to improve attendance and punctuality, and will challenge those pupils and parents/carers who give low priority to attendance and punctuality.

To meet these objectives we will establish an effective and efficient system of communication with pupils and parents/carers, including signposting and making referrals to appropriate external agencies to provide additional support.

Aims of the Attendance and Punctuality Policy

1. To improve the overall percentage attendance of pupils at the School.
2. To promote and encourage children to attend punctually.
3. To make attendance and punctuality a priority for all those associated with the school including pupils, parents/carers, staff and governors.
4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents/carers and pupils.
6. To develop a systematic approach to gathering, analysing and monitoring attendance related data.
7. To further develop positive and consistent communication between home and school.
8. To implement a system of age appropriate rewards and sanctions
9. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
10. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Roles and Responsibilities

Improving school attendance and punctuality is the responsibility of all staff and should be treated as a priority by all. Staff will endeavour to encourage good attendance and punctuality through personal example.

Pupils

Every day counts.

- All pupils are expected to attend school regularly and punctually (school doors open at 8.45am)
- Filton Avenue Primary School Lockleaze Road site has a breakfast club which is open from 8.00am

- Pupils should not arrive in school any earlier than 8.40am, unless attending breakfast club as the playground is unsupervised by staff and this is a health and safety issue
- Pupils who are late arriving in school should report to the school office on arrival so they are included in the school register and lunch requirements recorded

Parents and carers

- Parents and carers must ensure that their child attends school regularly, punctually, properly equipped and in a fit condition to learn.
- If a child is unable to attend school for any reason, or is likely to be late, parents and carers should notify the school by 9.30am on the first day – by telephone (0117 9030302 Lockleaze Road or 0117 3772019 Orchard Campus) or by email info@filtonavenue.com
- School will contact parents and carers if a child is not present at morning or afternoon registration to ensure that the child is safe. Parents and carers are responsible for responding to calls and for ensuring school has up to date contact details.
- A pupil's absence from school will be considered unauthorised until a satisfactory explanation is received.
- Parents and carers will be informed if there are any concerns regarding attendance or if attendance falls below 90%. It is hoped that through working in partnership, all attendance issues can be resolved.

Class teachers are responsible for:

- Actively promoting regular attendance and punctuality with their classes - every day counts.
- Accurately completing the electronic register every morning and afternoon and submitting it promptly
- Ensuring that they notify the office of any known reasons for absences and for recording as appropriate
- Teaching lessons at the appropriate level which engages and motivates all pupils within their classes
- Checking that late arrivals have reported to the office

Heads of School are responsible for, but may delegate some tasks to the Learning Mentor

- Liaising directly with pupils, parents and carers, Education Welfare Service, class teachers, other agencies and attendance clerk
- Working with the administrators to identify strategies for particular cohorts of pupils
- Working directly with families and pupils in supporting attendance and punctuality
- Taking statutory action by making appropriate referrals to agencies, including Education Welfare Service when all other intervention and support has failed
- Promoting regular attendance through use of displays, assemblies and rewards for individuals
- Listening to pupils express their voice in respect of appropriate attendance strategies, rewards and sanctions, monitored through the school council

School Administrators are responsible for

- Checking email, school mobile phone and any other records for notification of absence from parent/carer
- Administering first day telephone call system; ensuring telephone calls are made every morning by 10.00am and any follow up action taken, e.g. phone call, text or email
- Ensuring that registers are returned promptly by all members of staff
- Data input where necessary
- Sending letters to parents and carers as directed by learning mentor
- Monitoring absence notes and records of telephone messages are kept in children's school files
- Keeping records of children arriving late and/or collected/sent home during the day on file
- Notifying learning mentor of any safeguarding/children in care concerns

Executive Head teacher is responsible for, but may delegate some tasks to the Heads of School

- Analysing and reviewing data provided by learning mentor
- Sharing data with relevant staff
- Reviewing policy and procedures

Governors are responsible for

- Regularly scrutinising attendance and punctuality monitoring (Pupil Support Committee)
- Agreeing the school annual attendance target with the Executive Head Teacher

It is our hope that every child is fit and well and can attend school every day so that s/he can make the most of every learning opportunity. We actively monitor attendance and punctuality to support children and their families so that each young person can make the most of every learning opportunity and achieve their full potential.

Procedures

Registering

1. The school day starts promptly with morning registration at 8.55am. Afternoon registration is at 1pm for EYFS and Key Stage 1 and 1.30 pm for Key Stage 2.
2. If a pupil arrives late during the morning s/he should report to reception and sign in
3. It is the responsibility of the Heads of School to ensure that all registers are accurately maintained
4. The Educational Welfare Service (EWS) has a legal responsibility to inspect the registers at regular intervals
5. Absence notes and records of telephone messages are maintained and kept on file
6. The school administrators and/or class teachers hold records and explanations of absences/messages on SIMS

Attendance and punctuality

1. All staff will take a register **within the first 10 minutes** of every morning and afternoon
2. All staff will monitor attendance and discuss concerns with the Heads of School. Where there are issues of concern, e.g. safeguarding, strategies will be put in place to support and promote attendance and punctuality. The learning mentor should be notified in such cases.

Absence due to illness

- Parents and carers should contact the school by 9.30am. – the number to call is: – by telephone (0117 9030302) or by email info@filtonavenue.com
- If a pupil is absent and we have not received notification from the parent/carer we will contact the parent and carer during the morning to ensure that the child's whereabouts are known, and that the child is safe.
- It is for the Heads of School to authorise ANY absence including illness, therefore medical evidence may be requested following an absence due to illness.

Leave of Absence Policy

- Parents and carers do not have any right or entitlement to expect term-time leave for family holidays to be granted but they must by law apply to the Head Teacher by completing the appropriate form for permission in advance.
- Education Regulations 2006 state that, **“Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.”** Parents / carers must apply for permission by completing a Leave of Absence form BEFORE booking and with notice of at least 4 weeks. Each request is personally considered and the decision dependent on the reason given.

Monitoring Attendance

All attendance is monitored and when a child's attendance falls below 95% is closely monitored by the school and managed in stages. Parents / carers will be kept informed and involved in all stages which could include:

- Informing parents / carers of attendance by letter each term.
- Meeting with parents / carers to agree an Attendance Plan
- Where unauthorised absence is between 4-10 school days within a 10 week period, a Penalty Notice (£60 fine) may be issued to each parent/carer per child. (This can include unauthorised absence in term time where absence is requested but not approved.)
- A referral to the Education Welfare Service

Reintegration

- We recognise that pupils who have been absent from school for a length of time will have missed valuable lessons and as a result may find it difficult to return to school.
- Class teachers will endeavour to support pupils who have been absent for a length of time.