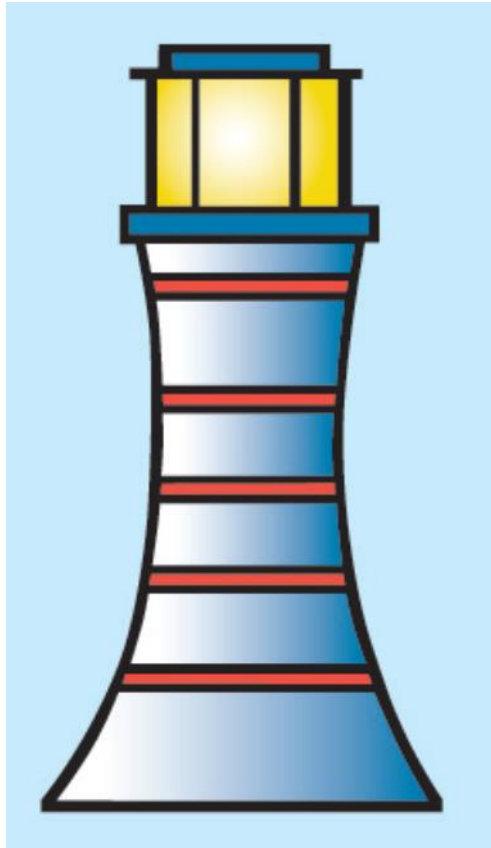


AUSTHORPE PRIMARY SCHOOL



Attendance Policy

Reviewed: September 2020

Introduction

All children of compulsory school age have the right to an effective full time education, regardless of age, aptitude, ability and any special needs he/she may have.

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Austhorpe Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance disrupts continuity of learning, undermines progress, can lead to underachievement and low attainment and it also impedes the child's ability to develop friendship groups within the school. This responsibility is also shared with the parents/carers and the Cluster Attendance Manager. It is through active partnership between all three partners that the best results will be achieved.

Aims

The policy will aim to raise and maintain levels of high attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising the awareness of the importance of a differentiated and relevant curriculum.
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Raising the awareness and importance of good attendance.
- Ensuring that attendance is monitored effectively and reasons for absence are recorded and dealt with promptly and consistently.

Expectations

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

We expect our pupils:

- To respect themselves and others
- To do all they can to attend school regularly and on time.
- To inform a trusted adult if they feel they are being bullied
- To encourage friendship and a sense of belonging
- To be happy and encourage others to be happy

Parents/Carers have the prime responsibility for ensuring that their child attends school regularly and on time. They have a legal responsibility to ensure their children attend school regularly and on time. Failure to do this could result in a prosecution under the 1996 Education Act. A child who is in care of the local authority will be supported by close co-operation between the school, foster carers and social care should their attendance become a concern.

We expect our parents:

- To keep requests for their child's absence to a minimum. **In accordance with government guidelines schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday in term time.** Absence is only authorised in exceptional circumstances, and a holiday is not considered exceptional. **Request for leave, must also be made in advance, as we cannot authorise any absences after they have been taken.**

Austhorpe Primary may submit applications to the Local Authority to issue subsequent fines for holidays taken during term time. Absence due to visiting family abroad will be deemed to be a holiday and such visits need to be taken during school holidays.

- To offer a reason for any period of absence, on the first day of absence, before morning registers close.
- To ensure the child arrives on time offering a reason for any lateness.
- To work closely with the Learning Mentor to resolve any problems that may be impacting on the child's attendance.
- To support their child and celebrate their successes and achievement.

The school will endeavour to provide an environment that is conducive to learning for every individual pupil. School attendance will be positively supported and co-operation between all partners will be paramount. The school has a statutory duty responsibility to record and monitor the punctuality and attendance of all pupils. Absences which are authorised or unauthorised will be coded appropriately.

Pupils and Parents/Carers can expect school:

- To create an ethos that the pupils want to be part of
- To meet the legal requirements as set out by the Government
- To give high priority to punctuality and attendance.
- To continue to develop and have in place effective monitoring/tracking procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parental condoned absence.

- To continue to develop an effective range of strategies to follow up absenteeism and to promote good attendance.
- To encourage open communication between home and school
- To support procedures for the reintegration of long term absentees.
- To continue to develop and have in place effective Stage 1 procedures leading to a referral to the Cluster Attendance Manager.
- To continue to develop the curriculum and teaching to engage pupils positively in their learning experiences. Routines and Record Keeping Daily Procedures
- Children are collected from the playground at 8.50am. By 9.00am registers have been recorded electronically in class and are on the school SIMs system
- Pupils who are late after 8.55am report to the School Office where reasons for the lateness are recorded on the Inventory sign in system and may be challenged
- First day contact is made by phone and the school's texting system. This should be done as soon as possible and no later than 9:30 a.m.
- Home visits may be carried out if the Learning Mentor is aware of any on-going family concerns
- Informal meetings with parents/carers and pupils
- Staff report any concerns over a child's absence to the school's Learning Mentor and appropriate action is taken

Weekly procedures

- The Learning Mentor will monitor and track all pupils. Concerns are recorded and actioned appropriately.
- Ensure Stage 1 procedures are documented and evidenced
- Home visits if applicable by Learning Mentor and/or Family Intervention Coordinator

Other actions

- Regular family meetings are held and targets for improvement set as part of the Stage 1 procedure including fast track procedure
- Referral to Cluster (Guidance and Support) requesting support and intervention from the Cluster Attendance Manager for 1:1 casework
- Meet as part of a cluster team to discuss policies, examine data and action plans

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- **Attendance**
- **Behaviour**
- **Health & Safety**
- **Access to the Curriculum**
- **Anti-Bullying**

Failure to attend school on a regular basis will be considered a safeguarding matter. Helping to create a pattern of regular attendance is everybody's responsibility

parents/carers, pupils and all members of school staff.

Appointments

Wherever possible, dental and other appointments should be made outside of school hours. We do appreciate that hospital appointments are not always flexible and emergencies occur. School must be notified prior to the appointment and if you have an appointment card or letter please bring it to school.

Registration codes

Code	Meaning/When to use
/	Present AM - morning session
\	Present PM - afternoon session
B	Educated off site (NOT Dual Registration)
C	Leave of absence authorised by the school: Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.
D	Dual Registration – also on roll at another educational setting e.g. PRU
E	Excluded
F	No longer in use
G	Holiday not authorised by the school or in excess of the period determined by the head teacher: If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
H	Holiday authorised by the school: Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (NOT medical or dental appointments)
J	Interview
L	Late before register closes.
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave

T	Traveller absence
U	Late (after registers close)
V	Educational visit or Trip
W	Work experience
#	School closed to pupils and staff, also used for training days
Y	Forced and Partial school closure
X	Untimetable sessions for non-compulsory school age pupils
Z	Not on school roll - Should attend – no mark recorded

The school aspires to achieving the maximum attendance for all children attend