



Dormanstown

Primary Academy

Navigate Academies Trust

Attendance Policy

Date Written: October 2012

Review Date: October 2013



ATTENDANCE POLICY

We are committed to providing an effective education for all pupils; to this end we will endeavour to ensure that all pupils achieve maximum possible attendance. We aim to identify and act upon any problems which may impede full attendance as soon as possible. We believe that it is vital for parents and the school to work together to achieve this aim, thus clear lines of communication are vital.

To achieve this aim, we have employed a Teaching Assistant with responsibility for the management and monitoring of attendance. (Behaviour and Attendance Officer)

Our expectations are:

That children:

will attend regularly will arrive on time will be appropriately prepared for the day i.e. with PE kit, reading book etc.

That parents:

ensure that their children attend school contact school whenever their child is unable to attend (by phone, letter or in person) ensure that their children arrive at school properly equipped

Attendance and responsibilities are included in our Home School Agreement. Reminders regarding appropriate equipment are given in our termly newsletter to parents.

Encouraging attendance

Good attendance is encouraged right from the start of Nursery education. Although Nursery education is not compulsory, bad habits such as irregular attendance are hard to break once the child starts full time education and, indeed, make settling into Reception far more difficult. School staff establishes good communication with parents and contact will be made to discuss concerns or strategies which may be helpful to support the family via the Attendance Officer. If necessary the Educational Welfare Officer (EWO) may also be approached to provide support.

The Behaviour and Attendance Officer closely monitors and supports children and their families throughout school and encourages a positive attitude towards attendance.

Once they start school children who achieve 100% attendance in a term will receive a certificate of attendance:

Bronze Awards are for 1 term full attendance

Silver Awards are for 2 terms full attendance

Gold Awards are for 3 terms full attendance

This is facilitated by our Behaviour and Attendance Officer, and certificates are presented by the Headteacher in assembly. Children attending a whole year will also receive a special reward decided by the Headteacher annually.

There is a weekly presentation of a trophy to the Reception/KS1 and KS2 classes with the best attendance.

Children who arrive late

School begins at 8.40 am. Any child who is not present by the end of registration (9.05am – 10.45 am) is marked as late. Children arriving after 10.45 am without an appropriate explanation will be deemed as having missed the morning session and will be marked as an unauthorised absence. Children who are late must enter school via the main entrance/office so that the school administrator can amend both register and dinner numbers. In the event of a child arriving after the register has been collected or taken to the office, staff must ensure that the office are informed as soon as possible.

Parents will be informed by letter of regular lateness. If the problem continues, the Behaviour and Attendance Officer will contact parents to offer support or make a home visit to discuss the situation, or provide support if there are any issues, which the school needs to be aware of. Children who would benefit from the intervention of 'Beat the Bell' are identified. 'Beat the Bell' monitors children's punctuality daily and offers a small reward for those who arrive on time for one full week. Certificates are also given to those pupils who have successfully completed 4 weeks of 'Beat the Bell'.

When a child arrives late, the electronic register must be amended and the time they arrive written in the comments box.

Registers

Electronic registers are legal documents. It is the responsibility of the class teacher to ensure that they are marked at the beginning of each session. Registers should be marked in accordance using the authority's given codes. Registers should be completed by 9.15 am and 1.15pm.

Registers for the Nursery are maintained as a record of attendance, using the same codes as school, but do not require regular checking by the office/Attendance Officer or EWO because the children are below the age of compulsory full time education. Serious attendance concerns will however be addressed to Parents.

A printed copy of the morning register is in the wallet in the main office beneath the tannoy system.

In the event of a **fire drill** the administrator should take the register out in the yard (or place of muster). Each teacher should count how many children are present in each session. It is the responsibility of the class teacher and the nominated person who do first day cover to keep a record of authorised and unauthorised absences. Information from notes must be updated on the register in the comments box. Verbal communications are also evidenced using this format. The Behaviour and Attendance Officer is responsible for totalling percentages of authorised and unauthorised absences for the purposes of reports to the Governing Body of the school and for the annual return to the DfES.

Authorised/unauthorised absences

If a child is absent it is important that school is notified by letter, telephone or personal message; the reason for absence will then be recorded. A verbal message from a child regarding the reason for absence is **not** acceptable. A nominated person in school will contact parents/carers of absent children for whom no absence notification has been received on a daily basis to ascertain their reason for absence (First Day Contact). Should

it not be possible to contact parents, an 'Absence' letter with reply slip is sent home with the child when they return to school.

It is considered reasonable to allow up to 4 weeks for a reason for absence to be forthcoming, if at the end of this time no explanation has been given the child will be considered to have had an unauthorised absence. Parents are sent reminders during this period. The school is required to record whether absences are authorised or unauthorised. Only the Head Teacher can authorise absence. If there are repeated unauthorised or authorised absences, the Behaviour and Attendance Officer will inform parents in writing – Letter 1– of the school's concerns. Should the attendance continue to be a concern, Letter 2 will then be issued followed by Letter 3 from the school and the EWO. An EWO referral is only made if there is no improvement seen following the issue of Letters 1, 2 and 3. EWO referrals will also be made should there be a pattern of absence, welfare concerns, medical reasons or unauthorised holidays. Referrals to the EWO may result in a fine.

If the Headteacher in consultation with the EWO feels it necessary then the LEAs attendance procedures will be set in motion. However, before this step is taken the school and the EWO will make every attempt to resolve any problem informally.