

# Castlefields Primary School



## Attendance Policy

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Responsibility	Headteacher/ Governors
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# **Attendance Policy**

## **Aims and Objectives**

- To ensure all pupils take full advantage of opportunities for learning in school
- To ensure the well-being and safety of children at Castlefields
- To set school targets for attendance
- To monitor pupil absence and the reasons

## **Intentions**

- To actively promote and encourage 100% attendance for all pupils
- Each Friday, the best attending class in school will be applauded and celebrated in assembly with the presentation of the weekly trophy
- To monitor regular and unauthorised absence and take steps to resolve this
- To work with EWO (Educational Welfare Officer) to ensure no child is absent without school being aware of the reason
- To ensure that unauthorised requests are referred to EWO
- To ensure that Leave of Absence is used only in exceptional circumstances, (family holidays are not deemed as such)
- To use the School Information Management System to analyse and monitor pupils' patterns of absence and work with parents to rectify patterns

## **Teaching and Learning Impact**

Castlefields Primary School will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school.

## **Equality and Inclusion**

All children will be dealt with in the same manner.

Allowances within this policy will be made for children with severe disabilities or illnesses which require additional time off for administration or medication.

## **Safeguarding**

If a child is absent for any reason for a reason unknown to the school, Parents or Carers must contact the school office in some way before 09.30 am on the first day of absence.

A phone call will be made to the Parents/Carers of any child who is not in school, and school has not received a message about, via the school office.

## **Registration of pupils**

- Castlefields Primary will ensure that staff are aware of any new legislation with pupil registration
- Registers are to be completed accurately at the beginning of every session, morning and afternoon
- Parents to be made aware of importance of contacting school to report absence before 09.30am

- Senior Leaders and School Governors to ensure evaluation of attendance procedures
- Regular reports will be provided for the Governing Body of Castlefields Primary School and the Trust Board through the termly headteacher's report
- All absences will be reported by the Headteacher to the Educational Welfare Officer on their half termly visit.

### **Contents of the Attendance Register**

Each class teacher will take the attendance register at the start of the morning session each school day and at the start of the afternoon session. On each occasion they will record whether every pupil is present or absent. Arrival at school after the register closes will result in an unauthorised mark.

The school will follow up any absences to:

1. Ascertain the reason;
2. Ensure the proper safeguarding action is taken;
3. Identify whether the absence is authorised or not; and,
4. Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download data to the School Census

## **Appendix 1**

### **Registration and Absence Procedures**

The school day begins at 8.45am and again at 1.00pm. Arrival after the register closes will result in an unauthorised mark. The registers close at 9.00 am and 1.05pm. After that time, any pupil who arrives will be recorded as being late. Parents/Carers must sign children who are late in at the main office before reporting to class. Where possible, all medical/dental appointments should be made outside of the school day. However, if this is impossible, a copy of the child's medical or dental card should be shown at the office to confirm this. We can then confirm lateness as a 'medical' absence and therefore authorised.

### **Reporting Absences**

It is a parent's responsibility to inform school of any reasons for a child's absence, before 10.00 am, each day that they are absent from school (unless otherwise arranged with school) and to provide further information as required. The process for notification is included as part of the school's welcome pack and indicates a phone call or contact on the first day of absence. We will make a follow-up phone call requesting information if an explanation has not been received. We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

### **Leave of absence during term time**

Since September 2013 family holidays are not deemed a reason for authorising a leave of absence.

Any family requiring leave of absence during term time will need to contact the school and speak to the Headteacher, who will then explain the procedure and consider the request in light of the following criteria:

1. The child's previous attendance history
2. The age and stage of education of the children (It is no longer possible to authorise absences in the first half term of a transition stage i.e. on entry into Reception or Year 3)
3. The time of year in relation to SATs (Y6) or phonic screening (Y1)
4. The nature of the absence

Where the school and the Parents/Carers fail to reach an agreement and the child is then absent from school the absence will be marked down as unauthorised and the EWO will be informed.

Where the Parents/Carers keep the child away for longer than the agreed period, the extra time off will also be marked down as unauthorised.

If the absence is granted, the Headteacher will sign and return the Notification of Absence form.

### **Medical Appointments**

Parents of children attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment.

## **Action on repeated absence**

Where a child is persistently late or absent, even if the Headteacher has been informed, the following steps will be taken:

A letter will be sent home informing parents and asking for clarification.

If lateness persists then the parents will be contacted by the Educational Welfare Officer for Shropshire Council.

Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.

Schools and EWOs must adhere to the 'Code of Conduct under the Provision of The Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

Under this subsection (1) it will now be possible that in certain cases of unauthorised absence a Fixed Penalty Notice may be issued to parents/carers responsible. Under these provisions the penalty is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 42 days of receipt.