



Pondhu
Primary School

M6 - Attendance Policy

Date of Last Review:	Summer Term 2018
Date of Next Review:	Summer Term 2021

PONDHU PRIMARY SCHOOL

WHOLE SCHOOL ATTENDANCE POLICY

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Department for Education School Attendance Guidance Nov 2016

Philosophy

Pondhu Primary School is committed to providing a full and effective educational experience to all pupils. This is in line with the UCRC Article 28 – the right to go to school and Article 29 the right to be the best that you can be. We believe that if pupils are to benefit from education good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement good attendance with rewards and certificates. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Principles

Ensure that all staff are aware of the registration process and receive in-service training on registration regulations and education law.

Complete accurate registers at the beginning of each morning and afternoon session within 30 minutes of the start of the session.

Encourage parents/carers to contact staff early on the first day of absence and give accurate contact information.

Promote positive staff attitudes to pupils returning after absence.

Reward children who attain an attendance of 100% with a prize and a certificate each term. There will be a special certificate and award for children who attain 100% attendance over the whole year.

Consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

Regular evaluation of attendance procedures by senior managers and the school governors.

Send newsletters to parents and pupils informing them of attendance and related issues as appropriate

Work towards ensuring that all pupils feel supported and valued. Send a clear message that if a pupil is absent, she/he will be missed.

Procedure

The following procedure will be followed and shared with all stakeholders via website.

Attendance and Punctuality – How we monitor at Pondhu Primary School

Registers close each day at 9.15am however a child is late if they arrive after 8.45am.



1. School will make contact with parent/ carer, if no message has been received by 9.15am, the morning a child is absent to enquire why no reason has been given for the absence.
2. School will produce a list of all absent pupils each day. (This is checked at least fortnightly by safeguarding governor)
3. If no reason is provided for absence, the school will write standard letter A.
4. Attendance and punctuality is formally reviewed every half term by Parent Support Advisor. If attendance is below 95% the PSA will investigate and issue Letter B (if appropriate). If the pupil has been late on more than five occasions that half term Letter D will be issued.
5. Joint attendance review by Parent Support advisor with Emma Brown, Educational Welfare Officer, every term. Families with below 95% attendance or with unauthorised absences may be invited to take up PSA support.
6. If attendance levels continue to fall or show no sign of improvement Letter C will be sent inviting parent/carer to a meeting or if lateness has increased letter E will be sent. Further strategy discussion with Educational Welfare Officer may take place.

7. If a pupil has had ten or more 'Unauthorised' half-day absences (and is of statutory school-age) during the previous one hundred sessions a referral will be made to Educational Welfare Service (except in extenuating circumstances).
8. Educational Welfare Service will contact family within five working days and arrange a home-visit.
9. Educational Welfare Service home visit will create an action plan with family, school and any other agencies deemed appropriate.
10. Starting 10 days after the receipt of the referral, the Educational Welfare Service monitors the pupils attendance for 100 half days. If the pupil takes fewer than 10 days Unauthorised absence during this period, the EWO may close the case. (PSA may re-refer)
11. If pupil takes more than 10 Unauthorised absences during the 100 half days, the EWO will arrange an internal review with Senior EWO/Principal EWO. Legal action may be decided or alternative support may be offered.
12. If legal action is decided- 1st warning letter sent within 5 days of review. EWO continues to monitor every 2wks for 10weeks.
13. Final Warning issued. Education Planning Meeting held at School with Senior EWO chairing. Points considered will include; application for an education supervision order, prosecution, issuing a penalty notice, issuing a caution under Police & criminal evidence Act.

In order for this policy to be successful, every member of the school staff, by their behaviour, must make attendance a priority and convey to the pupils the importance of their education. This means ensuring that all teaching staff attend regularly, arrive on time to lessons and are well prepared.

Monitoring

To ensure the school maintains an appropriate focus on improving and monitoring attendance the following monitoring arrangements have been made:

- First day phoning, text or email to confirm reason for pupil absence, followed by required actions outlined above)
- The school office will produce a daily register of absence and the identified reasons.
- The nominated governor will regularly review the daily absence registers and sign to indicate these have been checked.
- The Headteacher (or Assistant Headteacher) will be informed of any concerns identified by the school office or governor.
- The Headteacher/ PSA has termly attendance review meetings with the EWO to review whole school attendance and take action as required.
- The Governing Board will monitor attendance by receiving reports at least termly on attendance, developing trends and progress towards reducing absence.

Lateness

The school recognises the need for a careful balance to be struck between being too punitive and too accepting of a pupil's lateness. Once the reasons for lateness have been established, the parents, pupil and school need to work in partnership to resolve the difficulties. The dilemma is that if action is not seen to be taken against latecomers other pupils may follow suit, amplifying the problem.

For pupils who are late for school because of their domestic or family situation an effective intervention must be put in place.

Working with the school community to develop incentive schemes to reward and encourage punctuality could be the focus of one such intervention.

Where familial situations are such that it is difficult, sometimes impossible, for the pupil to arrive on time, consideration should be given to an appropriate referral to an outside agency or voluntary service. Schools can request advice from their Education Welfare Officer on this issue.

Where a child is persistently late (more than 5 times in a half-term) the parents will receive a letter informing them of their legal duty to have the child in school at the correct time.

If lateness continues the Education Welfare Officer will be contacted to meet the family and discuss a suitable strategy to get the child to school on time.

UNAUTHORISED ABSENCE

This is recognised as absence without the permission of an authorised representative of the school (in effect the Headteacher).

The school requires that form (appendix A) is completed and returned to the Headteacher for authorisation. A summary of this will be reported to the Governing Board termly.

At the beginning of each academic year parents are informed by letter of the legislation relating to unauthorised holidays during term time. This includes if they leave they may be liable under section 444A and section 444B of the Education Act 1996 and could be issued with a penalty notice of £60 per child, per parent if paid within 21 days, increasing to £120 if paid within a further 7 days (total 28 days). Non-payment may result in prosecution.

New review due Summer term 2021