

Oxspring Primary School



Head Teacher: Mrs S. Irwin
Assistant Head Teacher: Mr P. West
Chair of Governors: Mrs P. Heggie
Date: February 2018
Review date: February 2019

'Learn, Endeavour, Aspire, Respect, Nurture'

ATTENDANCE POLICY



BARNLSLEY
Metropolitan Borough Council

Oxspring Primary School
Attendance Policy

Our Vision

'Embracing Learning - a school for all'

Our School's Mission

'To be a learning community with a culture of ambition and achievement'

Our Values



AIMS OF THIS ATTENDANCE POLICY:

To improve the overall percentage attendance of pupils at school we will;

- Apply this School Attendance Policy consistently
- Establish and maintain a high profile for attendance and punctuality
- Relate attendance issues directly to the school's values, ethos, and curriculum
- Monitor progress in attendance

The school expects children to attend regularly to make the most of the educational opportunities available. Without regular attendance children will not make the consistent and effective progress which school and most parents strive for. Lateness and erratic attendance also interrupts the educational process, as well as having a negative effect on establishing children's values, attitudes and expectations of themselves and others.

Parents of children of compulsory school age are required to ensure that they receive full-time education. Parents are primarily responsible for ensuring their children attend and stay at school. Parental responsibility extends beyond securing regular attendance. They should also ensure that children arrive at school on time, are properly cared for, and have an appropriate attitude for learning.

All staff (teaching and support) at Oxspring Primary School also have a key role to play in supporting and promoting excellent school attendance. They will strive to provide an environment in which all our pupils are eager to learn, feel valued members of the school community, and look forward to coming to school every day. In addition, staff have a responsibility to set a good example regarding their own attendance and punctuality.

This policy fulfils the requirements of the "Education (Pupil Registration) Regulations" amended 2007 and is supported by guidance provided by the DfE "Advice on School Attendance" (May 2013), Local Authority "Guidance Relating to Pupil Leave of Absence from School for Family Holidays" (September 2012) and also changes to statutory regulations (September 2013.)

REGISTRATION

Both staff and pupils should regard the taking of the register as an integral and key part of the school day.

It is a statutory requirement that attendance registers are completed twice a day

- at the commencement of the morning session, and
- at the commencement of the afternoon session

Registers are taken electronically using the SIMS system

Teachers mark children present (/ or \) or absent (N) and this is saved to the system. Any further information e.g. authorised, late, medical appointment etc. is provided by the school admin staff using the appropriate codes.

The class teacher identifies absent pupils' names on a laminated class list. This will then be used in the case of a fire or other emergency. Midday supervisory staff are made aware of the location of this list each day. It is essential that the number of pupils present in each session is accurate for evacuation purposes.

The office staff complete a termly attendance return for the Local Authority (LA).

It is the Headteacher's responsibility to monitor the consistency of the registration practice in school.

Attendance is reported termly to the Governing Body in the Headteacher's report to Governors. Parents are also informed of weekly, half termly, termly and annual attendance through the weekly newsletter.

AUTHORISED ABSENCES

Only the school can grant leave of absence.

The reasons for authorised absence may include the following:

- illness - reported by parents either on the first day by telephone or letter or email before 9.30 a.m.
- family holidays - ONLY IN EXCEPTIONAL CIRCUMSTANCES
- exclusion
- education off-site
- dental/medical treatment (to be confirmed by an adult)
- study leave
- religious observance

- bereavement
- special occasions (depending upon circumstances and advance notification)

Family holidays

No parents can demand leave of absence for the purpose of a holiday as a right. The Headteacher can only authorise leave in exceptional circumstances and will also determine the amount of leave.

Parents are informed that they must request leave of absence to take their child on holiday during term-time. The request must be presented in writing and this form can be obtained from the school office. The Headteacher carefully considers each case on its merits. No blanket approval will be given. Parents are informed in writing about the outcome of their request, and whether the absence will be recorded as an authorised or unauthorised absence.

Parents must apply for, and request permission in advance of the holiday, and not inform the school as of right or seek retrospective approval on their return.

On most occasions, where possible, teachers will provide work for the child to do if requested by the parents.

Children who are absent in excess of the period agreed by school, will have absence recorded as unauthorised.

NB: The Anti- Social Behaviour Act (2003) allows the LA and school the right to issue penalty notices for unauthorised holidays in term time where a parent has chosen to take their child on holiday without the authorisation of the school - The fines are £60 per child if paid within 21 days or £120 if paid within 28 days.)

At the introductory meeting for parents of new children, information is given regarding requests for children taking holidays during term-time. This information can be found in the school prospectus.

UNAUTHORISED ABSENCES

Where no reason for absence is provided or where no permission is granted then absence will be recorded as unauthorised. Registers may be amended retrospectively following the receipt of a parental note / phone call etc. received

within two weeks of a child being absent. However, no leave of absence for the purpose of a family holiday may be authorised retrospectively.

LATENESS

In responding to lateness, school will have to take into consideration the particular circumstances of each case.

The children enter school at 8.45 am to enable them to be settled in their classrooms by 8.55 am. The register is taken at 8.55 am. The doors are closed and gates are locked at 9.00 am for security purposes.

It is the school's policy that any child arriving after 9.05 am will be given a late mark. Any relevant circumstances will be noted on the SIMS system.

STRATEGIES TO MANAGE AND IMPROVE ATTENDANCE

Attendance Co-ordinator

Mrs Sharon Irwin (Headteacher) is the designated lead for attendance. She will work with the office staff to monitor registers, contact parents where appropriate, and will also liaise with the Educational Welfare Officer (EWO).

Education of children

Good punctuality and attendance will be promoted in all appropriate aspects of the school life: assemblies, PHSE lessons, School Council, weekly newsletter, and staff/pupil relationships.

Provision of information to parents

The need for good attendance will be discussed at induction meetings when children enter school. This policy can be found on our website. Paper copies may also be requested from the office. The school will make full use of computer generated letters (SIMS Handbook) to notify parents of attendance concerns. The school newsletter will also be used to remind parents of the policy periodically. Parents are encouraged to make enquiries in school if they have any concerns.

First-day calling

Oxspring Primary School has in place a system of first-day calling which means that when a pupil is absent without explanation, parents will be telephoned before 10.30 a.m. on the first day to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

Discussing 'lateness' or absence with parents:

- informal approach by class teacher
- formal approach by Headteacher or Assistant Headteacher
- individual letter to specific parents
- involvement of the Education Welfare Officer (EWO)

Awards for good attendance

Class attendance is publicised on the weekly newsletter. Half termly class certificates are presented to the class with the best attendance and also at the end of each term in celebration assemblies.

Individual certificates are given to children for their attendance over each term for 100% attendance.

EDUCATION WELFARE SERVICE

The school informs and seeks advice from the Education Welfare Service regarding attendance issues. The school has a named EWO who monitors attendance when requested. The EWO will visit the parents of children identified as poor attenders or persistently late.

School will carry out initial enquiries / intervention prior to referral. It will gather and record relevant information to assist completion of referrals to Education Welfare Service.

Designated key staff will liaise with Education Welfare Service and other agencies to review attendance and priority will be given to timetabled meetings as detailed in the Education Welfare Service, Service Level Agreement.

PRESERVATION OF REGISTERS

Every entry in an attendance register shall be preserved for a period of three years after the date the entry was made.

RECOGNITION OF THE NEEDS OF INDIVIDUAL PUPILS

When planning reintegration following significant periods of absence we will;

- Be sensitive to the individual needs and circumstances of returning pupils.
- Involve / inform all staff in the reintegration process.
- Provide opportunities for counselling and feedback.
- Consider peer support and mentoring.
- Involve parents as far as possible.
- Agree a timescale for review of reintegration plan.
- Include the EWO, parents and pupil in the reintegration plan

MONITORING AND EVALUATION

At Oxspring Primary School we want to know if this policy is working. Information gathered through lesson observations, work monitoring and pupil interviews as well as feedback from parents is analysed and used to direct school improvement priorities.