

Attendance and Tardiness Policy

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Version history	
January 2017	Version 1
August 2018	Version 2 – rewritten to include roles and responsibilities
September 2019	Version 2.1 - KF Page 1: spacing Page 2: underlining Page 2: removed 'late' Page 2: colours added for Classe365 codes and order changed to match Classe365 and added 'EOS' 'AA' 'H' Page 2: added point – <u>Green slips</u> Page 3: added code 'AA' for Classe365 under 'Absent Days' heading Page 3: Key Stage Leader changed to Phase Leader Page 4: Key Stage Leader changed to Phase Leader

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored monthly by the leadership team and class teacher, and the school seeks to work actively with parents to ensure a regular pattern is maintained.

We expect all children on roll to attend every day when the school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:

- Attainment in school.
- Relationships with other children and their ability to form lasting friendships.
- Confidence to attempt new work and work alongside others.

Each child's attendance can be summarised as (within an academic year):

- 96%+ Excellent – Well done! This will help all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic
- 92-95% - Good – Well done, strive to build on this
- 88-91 – Average – Classroom teacher actively monitors absence at this point - absences may start to affect attainment and progress at school. Strive to build on this.
- 85- 87% - Poor – Headteacher involvement with parents to improve attendance - absence is now affecting attainment and progress at school. Please work with the school urgently to improve the situation.

- Below 85% - Unacceptable – absence IS causing SERIOUS CONCERN. It IS affecting attainment and progress and is disrupting your child’s learning.

In every case, early intervention is essential to prevent the problem from worsening. It is essential that teachers keep the school administration informed of any matters concerning a child’s attendance, and work with the parents to ensure attendance is improved. It is essential that parents keep the school fully informed of any matters that may affect their child’s attendance. The Headteacher will intervene with the parents of students whose attendance is causing concern.

Arrival and Registration

- The school gate opens at 7.40am, at which time all children may enter the school and go directly to their classroom.
- Class teachers’ take attendance 8.00-8.05am daily.
- School Admin. mark attendance from that point onwards – from the main gate up to 8.30am or from the main office thereafter – teachers do NOT mark attendance after 8.05am.
- Children leaving school early MUST be brought to the office to sign out.

Green slips

A child that comes to school at 8.00am onwards will receive a green slip that must be handed to the teacher. Teachers must not accept children into their class after 8.00am without one of these slips. All green slips must be handed back to the security office at the end of each day.

Please use the following codes for Classe365 in line with Ministry of Education requirements:

P for PRESENT – marked when a child is onsite on-time.

A for ABSENT – marked when the family has informed the teacher that their child will not be attending school for an unauthorised reason e.g. no driver, parent is out of the country, family holiday – the office must be informed about this absence.

N for NULL – to be used for students who are not enrolled on this day for example, children who join the school later in the year and therefore are not enrolled for the whole school year.

L for LATE – marked when a child arrives to school after the register has been taken.

EL for EXPECTED LATE – marked when the family has informed the teacher that a child will be coming to school late.

S for SICK – marked when the family has informed the teacher that a child is not coming to school due to illness.

EP for EARLY PICK UP – marked when a child leaves school early.

TBC for TO BE CONTACTED – marked by the class teacher if there is no notification why a child is not in by 8.05am - these families will be contacted by the school administration from 8:30am.

EOS for EDUCATED OFF SITE – marked by the class teacher when children are out of school for the whole day completing educational activities off site e.g. Ecoventure or year 6 testing at new schools.

AA for AUTHORISED ABSENCE – marked when the family has informed the teacher that their child will not be attending school for an authorised reason e.g. emergency family situation, visa issues.

H for HOLIDAY – marked for all weekends and holidays.

Each child's tardiness can be summarised as (within an academic year):

- 96%+ Excellent – Well done! This will help all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic.
- 92-95% - Good – Well done, strive to build on this.
- 88-91 – Average – Classroom teacher actively monitors lateness at this point - tardiness may start to affect attainment and progress at school. Strive to build on this.
- 85- 87% - Poor – Headteacher involvement with parents to improve tardiness - tardiness is now affecting attainment and progress at school. Please work with the school urgently to improve the situation.
- Below 85% - Unacceptable – tardiness IS causing SERIOUS CONCERN. It IS affecting attainment and progress and is disrupting your child's learning and work ethic.

Parental Responsibility

Parents must be informed by the class teacher and the school administration of their responsibility to ensure their children attend regularly. Lateness is also stressed as a problem, as lateness impacts on learning not only for the individual, but the class as a whole.

Attendance and lateness will be discussed with each parent at Parent Meetings, with the current percentage attendance being reported. Attendance and lateness will be included on any end of year or leaver's report.

Sick Days

When a child is unwell, parents are requested to contact the school office on the first day of absence informing the school of the reason for absence. Register with a comments in the notes sections.

For more than three days of sickness the school requires a written or verbal explanation of why the child was sick.

Absent Days

Authorised Absent days may occur due to family emergency, religious observance, attending medical or other important appointments. (AA on Classe365).

Unauthorised Absence may include family vacation during school time and repeated non-attendance. (A on Classe365).

In either case, the School Administrator must be informed of absences in the classroom, and the class teacher will request a meeting with the parents if necessary.

Formal Notice to Parents

Teachers must meet with their Phase Leader or Headteacher with any concerns they may have regarding a child's lateness, sickness, or absence before talking with the parents.

Parents are expected to meet with the Phase Leader or Headteacher if a child's attendance falls below 85%

Rewards

The prime benefit derived from regular attendance is continuity and progression in learning.

Individual children

Certificates are awarded at the end of each year for 100% attendance.

Individual incentives

Where positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made. It is also appropriate to recognise the effort the parent has made to secure the child's attendance. Individual sticker rewards are sometimes employed as an additional incentive where appropriate; these are designed according to the child's particular need.

Role Responsibility

Head Teacher or Phase Leader

- Operational management of the policy with SLT and Teaching Staff.
- Monitor pupil attendance monthly and take action according to this policy.
- Analyse trends in attendance data to identify appropriate action.
- Investigate reasons for absence exploring any underlying cause either at home or in school.
- Work with class teachers to agree and implement strategies to reengage pupils and parents of pupils with emerging attendance problems.
- Work with the class teachers and compile and update standard letters re: % attendance, notification of reasons for absence and lateness and send to parents when necessary.

Class Teachers

- Prepare and deliver stimulating and enjoyable learning for all children to encourage maximum attendance rates.
- Registration of pupils at the start of morning.
- Alert the Phase Leader or Head Teacher of any children who demonstrate an unsettled pattern of attendance or whose attendance pattern changes.
- Discuss attendance and tardiness at Oral Reports; encourage regular punctual attendance; work to secure this
- Include attendance and tardiness data in written reports.

Office Administration

- Inform class teachers of any reported sick/late/absences.
- Take attendance from 8.05am onwards.
- Keep the school fully informed on all matters that might affect attendance – sickness outbreaks, traffic delays, general disturbance, etc.