

# Carlton Primary School

## Attendance Policy



***If you believe, you CAN achieve***

<b>Adopted/ last reviewed by</b>	Date / Term / Year
<b>Governing Body on:</b>	03/2018
<b>Next revision</b>	Annual / Bi-annual / Tri-annual / Termly _____
<b>To be reviewed on:</b>	Date / Term / Year ____/____/____

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Signed: \_\_\_\_\_  
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## **Rights Respecting School Statement for Policies**

Carlton Primary School is beginning its journey as a Rights Respecting School, based upon the INICEF Convention of the Rights of the Child. We believe that all children should grow up aware of these rights and respects these rights for themselves and for others. Being a Rights Respecting School will underpin policies throughout the school, and they will be reviewed and adapted throughout the 2017-18 academic year to demonstrate this.

### **1. Aim of this policy**

- To have a clear understanding of the importance of attendance and punctuality in a child's education.
- To have a clear understanding of the procedures around dealing with attendance and punctuality in our school.
- To promote high levels of attendance, reduce levels of unauthorised absence and promote high levels of punctuality.

### **2. Governors Statement on Attendance**

At Carlton Primary School we believe that good and punctual attendance at school is vital for every child. It is essential for good learning and progress, and prepares them for adulthood by giving them a positive work ethos early in life. If a child attends school regularly and on time, this helps to become organised and reliable, two qualities which are valued by employers.

We provide high quality teaching and learning experiences to help all pupils reach their full potential. Our curriculum is planned on the basis that children will be at school every day and on time, so that they are able to get the most out of what is on offer and make the most progress possible.

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### **3. Parental Requests for Leave during Term Time**

The school will not grant permission for any ordinary/family holidays during term time. However, Exceptional leave during term time may possibly be granted at the discretion of the Head teacher in only the most exceptional circumstances where for example:

- The leave is important for the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events within the family.
- There is an exceptional circumstance that requires a family to be away for an emergency that cannot be managed otherwise and alternative childcare arrangements cannot be made.

In deciding whether to authorise any periods of Exceptional Leave, the school will consider the nature of emergency, whether there are already any concerns regarding the child's attendance or concerns about their learning and progress.

Where unauthorised holidays or leave are taken without permission from school, because a request has not been made or has been denied, these will be recorded as 'unauthorised absence' or 'unauthorised holiday' and the school may refer you to the Education Welfare Services for a Penalty Notice to be issued. Parents may lose their child's place at the school if they have taken excessive unauthorised leave during term time.

If a parent/carer is granted Exceptional Leave and the child does not return on the specified return date, any further absences will be marked as unauthorised and the school may refer you to the Education Welfare Services for a Penalty Notice to be issued. If the leave is authorised and the child does not return within 10 days of the expected date, they must be taken off the school roll and the parent will have to reapply for a new place.

Thirteen weeks of school holidays a year is deemed more than sufficient time for family holidays to be taken in. There is no justification for children to leave before term ends and a cheaper fare is not a reason to miss school.

### **4. The Schools Expectations**

All children of compulsory school age between 5 and 16 are required by law to attend school every day on time, to receive an education and it is the parent's legal obligation to ensure that this takes place. The school expects that all children will attend school every day during term time, unless there is a good reason not to and will arrive on time, appropriately dressed, well rested and fed for the school day. Our minimum expectations for each child attendance is 96%

If a child is unable to attend school, parents/carers must contact the school office between 8:30-9:30am. If this is not possible, a letter explaining absence must be provided to the school. If the reason provided is acceptable, the school will authorise the absence.

Parents/carers should ensure that their child is appropriately dressed in school uniform and that they arrive ta school well prepared for the school day with homework completed, PE/Swimming kit, reading books and their book bag as appropriate to the timetable.

**As a school we will do the following:**

- Ensure that there are efficient and accurate systems to record attendance and time keeping.
- Contact parents/carers direct if their child fails to attend school and they have not told the school why.
- Contact parent/carers if there is a pattern of authorised/unauthorised absences or lateness.
- Take immediate confidential action on any problems related to attendance notified to us by parents.
- Take positive measures to encourage good attendance.
- Work with Camden Safeguarding and Educational Welfare Service regarding welfare concerns.
- Ensure that when pupils are at school they receive a high quality education.

**5. Expected attendance level**

Camden borough expects all students to achieve an attendance level of at least 96% in every school year. The school encourages pupils to have attendance as close to 100% as possible, taking into consideration occasions when a child is too ill and unfit to come to school.

ATTENDANCE %	HOW WELL ARE YOU DOING
99% -100%	Excellent
96% - 98%	Good
BELOW 95%	Poor
BELOW 90%	Persistent Absentee

## **6. Positive Measures to Encourage Good Attendance**

It is the schools aim to work with our families to ensure that pupils have very good attendance and that if there are any issues that may be a barrier to this happening, they are dealt with swiftly, sensitively and in a supportive manner.

We work in partnership with our Early Years Family Support Worker, Attendance Officer, Inclusion Team and Education Welfare Officer to meet these aims to ensure that the best interests of the children is always achieved and pupils do not lose out on their education.

To achieve this we will use the following measures:

- Ensure that Registers are completed accurately at the start of each day so we are aware of children who are not at school and find out why.
- Class teachers will monitor attendance in their class daily and raise concerns where appropriate.
- Senior leader for attendance will monitor attendance and punctuality, identify concerns and action.
- Classes will be rewarded with certificates or prizes for high attendance.
- Pupils with 100% annual attendance will be rewarded with certificates and prizes.
- Meetings will be held between parents/carers and Head teacher/ Deputy Head teacher and the Educational welfare Officer where attendance falls below 90%, without good reason.
- Where issues specific to a family cannot be resolved by normal school intervention, the Early Years Family Support Worker, Attendance Officer and/or Education Welfare Officer will provide individual support where appropriate.
- Vulnerable pupils are provided with additional support and interventions are monitored particularly closely to ensure that nay potential negative impact on their learning is prevented or managed.

## **7. Punctuality and Lateness**

It is very important that pupils arrive to school on time. This ensure children have a good start to the day. It is also shows consideration for everyone else in the class and avoids disruption to their learning.

The school doors open at 8:45 to ensure children can be in on time and settled. Each morning during our 'soft play' children respond to their marking and staff are able to target children for specific support and feedback that sets up their learning for the day. All children should be in their classrooms before 9am.

The final bell rings at 9am and the doors and gates are locked. All children who arrive in school after the bell rings are to be marked late. Before 9:15am, your child will be marked as late and after 9:15am, they will be marked as unauthorised absence. If your child is persistently late after the register has closed, the Education Welfare Officer may require parents to attend a meeting with a view to advising how to avoid legal incurring action against them.

## **8. Medical Appointments**

If a child misses more than half a morning or afternoon session because of a medical appointment this will be recorded in the register as 'M' – authorised absence. Parents will be required to provide some form of evidence to the school office for these appointments. If your child is absent on day/s just before or after school holiday period, you will be required to provide medical evidence to prove they were ill. If your child is persistently absent due to illness, following a meeting with the school/Education Welfare Officer, you will be required to provide medical evidence for any further absences due to illness or your child absence may not be authorised. You will be notified in writing of this expectation going forward.

## **9. Responding to Non Attendance**

If no letter or telephone call is received from parents/carers on the day of absence, the school will make contact. To ensure effective Safeguarding procedures are followed the following steps are taken.

### **First Day Call Procedure – for School and Attendance Officer:**

- Teachers register promptly – all registers are collected between 9:10-9:20am
- Admin team listen to absence calls and emails.
- Registers are collated, and absences and late attendance is recorded. A list then the produced for those who are absent with no explanation.
- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages where possible and use text messaging system.
- Overseas ring tone? Is the family on a holiday that the school is unaware of?
- If no answer, call everyone listed on the contact information for the child.
- If still no reply, we must consider any children that have additional agency support, such as a social worker and contact them.
- Failing any response the EYFS/AO or member of the LST will make a prompt home visit.
- If we cannot get an answer and it appears that no one is at the property we will refer the matter to Camden Children's Services/MASH/Police and request a welfare call. If we could see anyone in the home but believed the children to be at risk of significant harm we will still make a referral.

Where attendance is causing a concern, a letter will be sent informing the parent of the current level of attendance and requesting improvement.

In continued non-attendance, where attendance falls below 90%, parents/carers will be required to meet with a member of the Senior Leadership Team to agree ways in which attendance should be improved. These cases will be closely monitored for 4 weeks to ensure improvements occurs.

If there is no improvement, a referral will be made to the Education Welfare Officer and contact and home visits will be carried out. Legal action is a possible outcome if there is no improvement.

## **10. Penalty Notices**

As a part of the governments drive to tackle poor schools attendance, Ministers introduced Fixed Penalty Notices – parents/carers commit an offence if their child fails to attend school regularly and absences are unauthorised.

**A Penalty Notice aims to improve a child's attendance at school and will be requested for the following reasons:**

- Your child's attendance drops to 90% or below.
- Your child takes a holiday/exceptional leave during term time without permission.
- Your child has 8 unauthorised late arrivals to school within an 8 week period.
- Your child is stopped by the truancy patrol within the first 5 days of any exclusion period.

A Fixed Penalty Notice is payable at £60.00 per parent per child if paid within 21 days but rises to £120 inclusive if paid between 21-28 days. If the Fixed Penalty Notice is not paid, depending on the circumstances parents/carers may be prosecuted in the local Magistrates Court; This can attract a fine up to £1,000.

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## **11. Roles and Responsibilities**

### **a. Responsibility of the Governing Body**

- To request from the head teacher regular reports on attendance and punctuality.
- To include attendance in newsletters to parents/carers and on the school website.

### **b. Responsibility of the Head teacher**

- To oversee the implementation of attendance policies and procedures.
- Ensure the collection of accurate statistical data.
- Develop efficient monitoring and evaluation systems.
- Form positive links with outside agencies such as Education Welfare Service.
- Refer pupils to the Education Welfare Service when attendance is 90% or less.
- Refer children with several episodes of medical reasons for absence to the school Nurse.
- Report regularly to the Governing Body on attendance.
- Positively promote good attendance within the school.
- Communicate with parents/cares verbally and in writing.

### **c. Responsibility of the Class Teacher**

- Ensure accurate register keeping, both paper and electronic.
- Communicate with the Head Teacher with regards to concerns.
- Positively promote good attendance within the class.
- Make positive links with parents / carers.

### **d. Responsibility of the Office Manager/Admin Staff**

- Assist the Head Teacher in the collection of data for Local Authority and DfE returns.
- Assist the Head Teacher in admissions and taking children off roll.
- Assist the Head Teacher in casual admissions and to set up weekly school tours.
- Contact previous schools regarding new children.
- Ensure that the Head Teacher meets all children offered a place at the school.

### **e. Attendance Officer**

- Set up dinner registers at the start of the year, train new staff on electronic register.
- Record late arrivals.
- Send out letters on unauthorised absence.

- Liaise with the Head Teacher and the Education Welfare Officer with regard to attendance and punctuality issues.
- Monitor late arrivals in the mornings.
- Maintain up to date knowledge of the code system for registers.
- Have up to date knowledge of the Local Authority's guidance on matters regarding attendance and punctuality.
- Systematically monitor application for extended holidays abroad and keep Head teacher informed.
- Attend agreed inclusion meetings and report of % attendance.
- Send out regular attendance letters to Parents/ Carers.
- Prepare and send out letters to low attendees, as agreed with the Head teacher/Inclusion Team.



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