



Attendance Policy

Reviewed January 2016

Review Bi Annually

Nexus Education Schools Trust group of schools

Attendance Policy

Aims

- Farnborough Primary School seeks to ensure that all its pupils receive a full time education which maximises the opportunities for each pupil to realise his/her true potential.
- The school strives to provide a welcoming, caring environment, whereby each member of the school community feels valued and secure.
- All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The school will celebrate good attendance and acknowledges the efforts of pupils and parents/carers to improve attendance and timekeeping.
- The school aims to support those pupils and parents who give low priority to attendance and punctuality.

To achieve the above, Farnborough Primary School will maintain an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Objectives

- To make pupil attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop a framework that defines roles and responsibilities and promotes consistency.
- To provide support, advice and guidance to parents, carers and pupils.
- To develop a systematic approach to gathering and analysing attendance related data and monitoring attendance patterns in relation to pupils' achievements.
- To further develop positive and consistent communication between home and school.
- To promote effective partnerships with the Education Welfare Service and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Implementation of objectives

1. To make pupil attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
 - Promote good attendance in school literature.
 - Produce information on attendance within the school reports to governors.
 - Highlight the importance of attendance at new parent/carer and child induction meetings.
 - Refer to good attendance in newsletters and keep parents/carers informed on latest DfE guidelines.
 - Provide training for staff.
 - Discuss attendance issues with Education Welfare Officer and in half termly pupil progress meetings.

2. To develop a framework which defines roles and responsibilities and promotes consistency.
 - Ensure consistent and accurate approach to registration.
 - Parents/carers to make telephone contact on first day of absence. Office staff to contact on day one if notification is not received. Calls to be logged by office staff for attendance purposes.
 - Ensure clearly defined late registration procedures (see parent/carer information).
 - Respond swiftly to repeated lateness (in respect of both pupils and parents/carers).
 - Define clearly the roles and responsibilities within the school staffing structure (see parent/carer information).
 - Have clear procedures prior to referral to Education Welfare Officer. (See parent/carer information.)
 - Be familiar with the Education Welfare Officer referral and recording system.
 - Review attendance at least half termly.

3. To provide support, advice and guidance to parents, carers and pupils.
 - Highlight the value of good attendance and punctuality in Personal, Social and Health Education with Citizenship and in assemblies.
 - Set aside time for parents/carers to speak to staff and maintain good communication with parents.
 - Provide accurate and up-to-date contact information for parents/carers and ensure parents/carers know to regularly update school with changes to contact details.
 - Involve parents/carers from earliest stage in taking responsibility for their child's attendance and punctuality.
 - Include attendance within the Home School Agreement.

4. To develop a systematic approach to gathering and analysing attendance related data.
 - Regularly review registration system.
 - Standardise recording of authorised and unauthorised absence.
 - Be consistent in the collection and provision of information.
 - Identify developing patterns of irregular attendance and lateness.
 - Monitoring pupil attendance patterns in relation to pupils' achievements.

5. To further develop positive and consistent communication between home and school.
 - Initiate first day absence contact.
 - Make full use of information management systems as appropriate.
 - Promote expectation of absence letters/telephone calls from parents/carers.
 - Explore the wide range of opportunities to work with parents/carers to improve punctuality and attendance.
 - Provide information in a user-friendly way (may include languages other than English, and non-written).

6. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
 - Designated key staff for liaison with Education Welfare Officer and other agencies:
 - a) Angela James – Head Teacher
 - b) Claire Browne - Head of School
 - c) Belinda Jones - Family Worker
 - Carry out initial enquiries/intervention prior to referral.
 - Gather and record relevant information to assist work of Education Welfare Officer.
 - Arrange multi-agency liaison meetings as appropriate.
 - Encourage active involvement of other services and agencies to support attendance.

7. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.
 - Be sensitive to the individual needs and circumstances of returning pupils, and make the child welcome and feel valued on return.
 - Ensure that staff are informed of and fully involved in the reintegration process.
 - Agree timescale for review of reintegration plan.
 - Include parents and pupil in a reintegration plan, as well as outside agencies if necessary.
 - Provide opportunities for counselling and feedback if needed.
 - Consider peer support and mentoring.
 - Involve parents as far as possible.

Farnborough Primary School

Policy Information Sheet

Introduction

At Farnborough Primary School we recognise that regular and punctual attendance is absolutely vital if children are to make sustained progress. Using the school's computerised attendance system, children's attendance is carefully monitored by the Head Teacher, Head of School, the Family Worker, class teachers and administrative staff. Failure to comply with this policy may result in a fine.

Parents/Carers Responsibilities

Parents and carers are required to ensure that children of compulsory school age receive full-time education. This means that they are responsible for:

- Ensuring that children attend and stay at school.
- Informing the school of any absence on the first day of absence.
- Inform the school of nature of any illness and when the child is expected to return to school.
- Ensuring that their children are in school and ready to learn at 8.50 a.m. Children can enter school from 8:40am. Early morning work is set. Some clubs are also timetabled before the school day.
- Ensuring that children do not miss any education. (From September 2013 Head Teachers are not allowed to authorise absence from school unless there are exceptional circumstances.)

Absence – what to do if your child is absent for any reason

- Phone the school on the first day of absence. Please telephone between 8.30a.m. and 9.15a.m. The phone number is 01689 853295
- If the school has had no explanation for absence then the school will telephone on the first day of absence asking the parent/carer to provide a reason. If no reason is given for the absence then it will be marked as unauthorised.
- We need to know why your child is not in school on the first day of absence in order to ensure that they are safe and to authorise the absence.

How do we monitor absence?

- We will always follow up any unexplained absences in order to establish the reason. If there is no explanation, the absence will be marked as unauthorised.
- The percentage of authorised and unauthorised absences are recorded on your child's annual report.
- The Head Teacher /Head of School and Family Worker carry out half-termly checks on attendance when a child's attendance falls below 97% and/or there are patterns of absence and lateness.
- Parents/Carers will be informed if attendance falls below 95% and support will be offered to improve attendance, if possible.
- Where there is cause for concern, the Head Teacher or Family Worker will contact parents to discuss the matter further and try to find ways to resolve the problem.

Note: Attendance data is collected by the Department of Education and schools are compared. Schools are required to be above the National Average of 96.5%

How we monitor lateness

- Lateness is monitored by the Head Teacher and Family Worker.
- If your child is late more than five times in any half term period you will be contacted by the Head Teacher or Family Worker to arrange a meeting in order to find ways to resolve the problem.

Lateness – What to do if your child is late for school

- Your child can enter school from 8:40am in the morning. Gates will be shut at 8:50am and children should be ready to start learning at 8:50am.
- During the afternoon your child needs to be in school by 1:00pm for Key stage 1 pupils, 1.15 for years 3 and 4 and 1.30pm for years 5 and 6. Each year group has an hour for lunch.
- If your child arrives after the gates are closed, they will need to go to the School Office and write their name and reason for lateness in the Late Book. Your child will then be marked late in the register by the office staff.

What we do when we are concerned about a child’s absence or lateness

1. An initial letter of concern is sent to parents/carers inviting them to discuss the problem with the Head Teacher or Family Worker and to find ways to improve the attendance or lateness.
2. If this is unsuccessful, the Head Teacher will arrange a further meeting with parents/carers to discuss concerns and agree targets for improving their child’s attendance or lateness. The attendance will be closely monitored for a month.
3. If there is no improvement the matter will be referred to the Education Welfare Officer. Further targets will be set and monitored for a month.
4. The Education Welfare Officer will become fully involved in supporting and monitoring the attendance and may consider a penalty notice and a fine if there is no improvement.

AUTHORISED ABSENCE	UNAUTHORISED ABSENCE
<ul style="list-style-type: none">▪ Illness of child.▪ Medical/dental appointments.▪ Performing rights, eg theatre productions with a licence.▪ Examinations for dance, music, etc. when they can’t be arranged out of school hours.▪ Family bereavement.▪ Exceptional family circumstances.▪ Religious Festivals.	<ul style="list-style-type: none">• Illness of parent.• Day trips or long weekends.• Unexplained absence from school.• Birthdays or similar events.

Holidays in term time are discouraged and only in exceptional circumstances will be authorised. The school will not authorise a planned absence, if a pupil’s attendance is below 97%

Frequently Asked Questions.

What do I do if I need to take my child out of school for a medical appointment?

- If it is necessary to take your child out of school for a medical appointment written evidence of the appointment should be shown to the School Office at least a day in advance.
- When children have a medical appointment during school time, it is expected that they attend school for at least part of the day.
- When taking children out of school during the day parents/carers should report to the School Office.
- Children must be signed out/in when they leave/return to school during the school day for reasons of safety.
- Children are not allowed to leave school unaccompanied during the schoolday.

What do I do if I need to take my child out of school in term time?

- Absence from school in term time will only be authorised in exceptional circumstances.
- Unauthorised periods of absence may be referred to the Education Welfare Office and a fine may be given.
- If it is unavoidable that you take your child out of school in term time, you will need to apply in writing to the Head Teacher at least two weeks prior to the intended absence.
- Each application will then be considered individually, taking account of previous attendance patterns and educational progress.
- Holidays in term time are discouraged, any planned absence must be in writing and discussed with the Head Teacher/ Heads of school

My Child's Annual Report has low attendance but he was ill with chicken pox.

- The school understands that ill health is unpredictable; however, if a child is not in school they are marked absent and this is recorded.
- Prolonged illness that requires hospitalization will be supported by the hospital teaching team and in this case an absence percentage will be adjusted through the attendance at the hospital school