



Beech Green Primary School

Attendance Policy and Procedures

Spring 2017

RATIONALE

"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." DFE October 2014

Good attendance has a significant part to play in ensuring that children make good progress in their learning. Data demonstrates that children with low attendance are at greater risk of under achievement and being vulnerable to exclusion. As a school that has high aspirations for all of its pupils Beech Green Primary is committed to ensuring the best possible attendance for all children.

AIMS

- To maintain high levels of attendance throughout the school
- To ensure all children reach their own potential academically and socially
- To ensure all children are safe
- To ensure all children enjoy their school experience
- To encourage levels of attendance above the national average

PURPOSES

- To review this policy every two years
- To promote LA and DFE initiatives and guidelines
- To encourage all children to get to school on time
- To maintain an accurate record of pupil's attendance, lateness and absenteeism
- To monitor attendance/lates
- To liaise with representatives from the Local Authority (LA)
- To inform parents of their child's attendance
- To produce statistical information as required by the LA or DFE
- To provide information for staff and governors as required

DEFINITIONS

- Low Attender - those pupils below 95% (LA)
- Persistent Absentee - those pupils below 90% (PA)

- Attendance Team:-
 - Headteacher (HT)
 - Inclusion Coordinator (INCo)
 - Attendance Officer (AO)

PROCEDURES relevant to all pupils

1. Teachers or the relevant Teaching Assistant will log on to SIMs in the classroom and electronically mark the register twice daily. Morning registration will end at 9.00 a.m.
2. Teachers or the relevant Teaching Assistant will also mark the Dinner Registers on a paper copy and return them to the school office at the start of each day. These will be used in the event of an evacuation!
3. Children arriving late (after 9.00 a.m.) will be sent to the school office for an electronic mark in SIMs and their dinner choice will be added to the paper dinner register. After 9 a.m. the L code (for authorised lateness) will be applied. Registers will close at 9.30 a.m., after which the U code (for unauthorised lateness) will be applied.
4. The AO will regularly check Registers have been marked properly and query with teachers any unusual 'patterns of marks' or inconsistencies.
5. Parents have a responsibility to inform the school if their child will not be attending before the start of the school day. The school's Careline number (01452 722697) is checked every day by the AO/ School Secretary or School Business Manager. ParentMail Absence section is also checked daily as well as reasons for absence notified to members of staff via the 'Absence Messages taken at the school door today' form.
6. When a parent contacts the school to explain their child's absence the reason is entered on the attendance comments section of SIMS
7. Unexplained Absence Forms will be printed regularly, completed by teachers and returned to the office for entry into the Attendance programme on SIMs by the AO.
8. The Attendance Team will meet regularly, normally at the start of each term, to review and agree strategies for dealing with LA and PA pupils, as well as those who are consistently late to school.
9. Letters to parents requesting unknown reasons for absence can be requested by teachers from the AO.
10. Notes from parents as to reasons for absence should be sent to the office so that the reason can be entered on SIMS
11. Teachers who are concerned about a child's attendance should inform the office/AO.
12. A letter will be issued to parents whose child arrives late to school repeatedly (i.e. 10%).
13. If clear reasons for a child's continuing non-attendance are not forthcoming the LA will be informed.
14. The AO will keep regular contact with the INCo, so that follow ups can be made with children who have persistent or attendance concerns.
15. Children with unauthorised absence will be dealt with by the INCO, who may refer to other agencies as appropriate.
16. Children who have been identified as LA or PA pupils and been referred to the INCo will have a personal record in the "Attendance" file.
17. A paper copy of Registers will be kept.

18. Regular reminders on the importance of good attendance will be included in the school newsletters.
19. Good attendance will be recognised through a reward system and celebrated in assemblies.
20. Statistical information can be produced by the AO as requested.
21. Leavers' attendance records will be forwarded to the receiving school via a Common Transfer File within SIMs (CTF).
22. A 'Registration Certificate Report' will be included with the children's school Reports to parents.

ADDITIONAL PROCEDURES relevant to PA and LA pupils

1. Teachers should inform the office on the first day of any absence of any identified Low Attenders (LA) or Persistent Absentee (PA). Those families will be contacted if no reason for absence has already been given.
2. Lists of LA and PA pupils will be kept in the front of the dinner register file and be updated at the start of terms 1 and 3.
3. If there is an unexplained absence of more than two days of a pupil on a Child Protection Plan the teacher must inform a Designated Safeguarding Lead (DSL).
4. Children Missing Education (CME) - if a child remains off school with no known reason the AO or INCo should contact the appropriate authorities to make a visit and establish safe whereabouts of the child. If it appears a child has left, but no school has made contact within 10 days, a CTF file should be sent to the CME site. Please refer to guidance to support schools on when to report a Child Missing Education (CME) updated January 2017.
5. A letter will be issued to all parents of LA or PA children reminding them of the importance of good attendance and celebrating any improvements. A copy of this will be kept on file.
6. If there is no improvement in attendance and/or lates by the next review a second letter will be issued requesting a meeting between parents and Head to discuss the matter.

HOLIDAYS IN TERM TIME

*"Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) (2013). The amendments, which came into force on 1 September 2013, make it clear that headteachers may **not** now grant any leave of absence during term time, unless there are exceptional circumstances."*

- Parents will be informed that holiday requests will not be authorised unless there are exceptional circumstances.
- A parent who wishes to apply for holidays in term time should complete a Holiday Request Form no less than 2 weeks before the planned absence. This should be sent to the Headteacher who will make the decision as to whether the leave should be authorised or not and there is no process for appeal.
- Parents will be notified via the reply slip of the form.

PENALTY NOTICE

"Penalty Notice Request (section 444 Education Act 1996) - the Headteacher may request a penalty notice for any registered pupil at Beech Green who has at least 10 unauthorised absences in a period not exceeding 13 weeks (to include school holidays)."

Beech Green has adopted the LA procedures for the issuing of penalty notices.

ATTENDANCE REWARDS

Start of each term (for results of the previous term for terms 1-5 only)

- 100% attendance = gold sticker
- 1 day's absence (or 2 sessions) = silver sticker
- 2 days absence (or 4 sessions) = bronze sticker

to be recorded on individual pupil attendance record card, by the teachers.

Information on who has achieved what will be provided at the start of each term (for the previous term) by the AO.

- the class with the highest percentage attendance for that term will be awarded the 'Class Attendance Shield' for that term in an Attendance Assembly.

End of each academic year in an Attendance Assembly

- children with 100% attendance for the year (at least up to and including the last full week in June) will be awarded a 100% attendance certificate. Children need to have attended for the whole year.
- the class with the highest percentage attendance for the year (at least up to and including the last full week in June) will be awarded the 'Class Attendance Shield' for the year.
- children with 98+% attendance (at least up to and including the last full week in June) will be entered for a year group draw to win a £15 gift voucher. Children need to have attended for the whole year.
- Y6 children leaving - their attendance will be checked to see if anyone has 100% for each of their seven years at Beech Green - in which case The Beech Green Lifetime 100% Attendance Award would be given together with a gift voucher of an appropriate amount.
- Information on who has achieved what will be provided as soon as possible after the last full week in June, by the AO.

This policy will be reviewed every two years or more frequently if required. (Spring 2019.)

Signed: (Attendance Officer) **Date:**

Print Name: *Jenny Simmonds*

Signed: (Inclusion Coordinator) **Date:**

Print Name: *Sarah Williams*

Signed: (Headteacher) **Date:**

Print Name: *Richard Woolston*