

Coppermill Primary School



Attendance Policy

Adopted from the LBWF model policy

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To be reviewed: **Annually**

Next review: **Summer 2016**

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1. Statement of intent

Coppermill Primary School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality in order for them to:

- Make the most of the educational opportunities that are available to them
- Create and maintain good relationships with pupils and adults within the school community
- Learn good attendance and punctuality habits for their success in future education and workplace environment

2. Key members of staff

The Headteacher, Mrs Bektasoglu, has overall responsibility for school attendance.

The school's Attendance Officer, Natasha Bharj, maintains all records and is the first point of contact for attendance related issues.

The school has two or three members of staff who will carry out daily late patrols.

The school also has a designated Education Welfare Officer (EWO), Claudette Shaw, who visits the school regularly and who also conducts home visits.

3. Responsibilities

3.1. School responsibilities

Coppermill Primary School expects pupils to attend school regularly and to arrive on time in a fit condition to learn.

The school will recognise external factors which influence pupil attendance and will work in partnership with parents/carers, the EWO and other relevant services to deal with any issues that arise.

We will maintain accurate registers of pupil attendance and will contact parents if their child is absent via text or phone call.

Parents will be kept fully informed of their child's attendance and punctuality record, if the school has concerns

The Headteacher reports termly figures to the Governing Body

We will ensure that school attendance figures are correct for Local Authority and Government reporting.

The School will encourage and value high attendance and punctuality rates

3.2. Pupil responsibilities

Pupils will ensure that they attend school regularly and on time.

3.3. Parents/carer responsibilities

It is the parents/carers' legal responsibility to ensure that their child receives a full time education and attends school regularly and punctually. School starts at 8:50am and the gates will close at 9:00am.

Parents/carers are responsible for immediately informing the school of the reason for any absence by telephone or letter addressed to the school office on the first morning of any absence.

Parents/carers will not arrange family holidays during term time.

Parents/carers must talk to the school if they are concerned that their child may be reluctant to attend.

Parents/carers must be aware of letters from school which their child brings home.

4. School procedures

4.1. Registration requirements

School registers are legal documents and are required to be taken twice a day.

The parent/carer of a child who is persistently absent or persistently late after the registers have closed can be prosecuted under Section 444 of the 1996 Education Act and the register would act as the main source of evidence in court.

If the school has to evacuate the building, the attendance register enables staff to account for the children present that day.

4.2. Registration process

Children must be in the classroom promptly at 8:50am. The register closes at 09:00am.

Children who are late for school will come into school via the main office where a parent / carer would be required to sign the Attendance Register, detailing the time they arrived and why the child is late. This would then be recorded as a late mark on the register.

The registers are called again after the lunchtime break.

KS1 register closes at 1.00pm

KS2 register closes at 1.30pm

If a pupil does not attend an afternoon session, he/she must be signed out at reception in the Attendance Register, providing a reason for leaving school early.

5. Types of absence

All absences must be explained by a parent / carer. The school will then decide whether the absence is authorised or unauthorised. A letter from home explaining an absence will not necessarily mean the absence will be authorised by the school.

5.1. Authorised absences

Absences from school may be authorised if it is for the following reasons:

- Illness
 - Vomiting – only keep your child at home for 24 hours after the last bout of sickness and diarrhoea if he/she is suffering with sickness and diarrhoea associated with a virus/bug
 - Conjunctivitis - children can come to school after treatment
- Medical/Dental appointments that unavoidably fall in school time
- Religious holidays that are observed in the UK
- Exceptional family circumstances such as a bereavement/birth of sibling
- Interview or entrance exams for new schools
- Participation in a sporting event
- Commercial/photographic work as per The Children (Performance) Regulations 1968)

Evidence (usually in the form of a letter) will be required.

5.2. Unauthorised absences

Absence from school will not be authorised for:

- Shopping
- Birthdays
- Looking after siblings and/or unwell parents
- Waiting in for utility persons such as the gas man
- Absence that have never been properly explained
- Forgetting/not being familiar with the start dates of term
- Holidays in term-time
- Head lice

6. Persistent absenteeism

A pupil becomes a 'Persistent Absentee' (PA) when they miss 10% or more of their schooling across the year, for whatever reason. Absence at this level is damaging to the pupils educational prospects and must be tackled by both school and EWO intervention. Letters will be sent to parents/carers of all pupils whose attendance falls below 90% in order to alert them of the downward attendance trend.

Any pupil who has reached the PA mark or who is at risk of doing so is carefully monitored.

PA pupils and their parents / carers are subject to an Educational Welfare Officer action plan that may include allocation of additional attendance support, individual incentive programmes and will have a School Attendance panel meeting about their case at regular intervals until they are no longer a PA pupil.

7. Fixed penalty

Coppermill School exercises its right under section 23 of the Anti-Social Behaviour Act, 2003 to serve Fixed Penalty notices in cases of unauthorised absences from school.

The school will make a request to the Education Welfare Service to issues a Fixed Penalty Notice to parents who take their children out of the school without permission and also where a child fails to return to school by the stipulated date after an authorised absence.

Fixed Penalty Notices incur a fine of £60.00 per child, per parent if paid within 28 days. After 28 days and before the 42 days the penalty will increase to £120.00 per child, per parent. Failure to pay the penalty by day 43 will result in court action being taken.

8. Taking children off the school roll

If an absence has been agreed and the child fails to return to school within 20 school days of the agreed return date, their name will be taken off-roll and an application to School Admissions will have to be made by the parent / carer to re-admit the child into school.

9. Comings and goings during the school day

The school expects that all appointments, other than emergency ones, are booked outside of school hours.

Children returning to school must report to the School Office. However, children cannot return to school during the following times:

Reception, Years 1 & 2: 12.00pm – 1.00pm

Years 3 – 6: 12.30pm – 1.30pm

Other than in an emergency, a letter or appointment card must be presented at the School Office in order for the school to be able to authorise the absence.

Authorisation will **not** be given for early collections for reasons such as:

- Seeing off or collecting someone from the airport
- Going on holiday early
- Going to a birthday, wedding or other celebrations early

Notice must be given in advance if a child needs to attend an appointment, interview or education activity at another venue.

Permission will not be granted for children to leave the school without having first signed them out at the School Office.

If a child is returning from an appointment in time for a school meal, the office must be advised before 10:30am that day.

10. Strategies for promoting high standards of attendance/punctuality

The school will award half termly certificates to all individual pupils whose attendance is 100%.

A weekly attendance bear and certificate is awarded in assembly, to each key stage, for a class with 100% attendance the previous week.

Names of class winners will be published in our newsletter.

Regular, structured meetings will be held with the schools EWO in order to identify and support those pupils whose attendance/punctuality is a source of concern.

Termly reports are made by the Headteacher to the School's Governing Body on the issue of attendance/punctuality.

Pupils are constantly reminded of the importance and value of good attendance.

Pupils who have been absent, through illness or injury for any extended period of time will be reintegrated back into school through a structured and individually tailored programme.

All issues which may cause a pupil to experience attendance difficulties are to be promptly investigated by our Educational Welfare Officer.

This policy was produced by Coppermill Primary School and it will be reviewed annually or earlier if necessary.