



Hoyland Springwood Primary School

Attendance Policy



Hoyland Springwood Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his / her true potential. Research shows a strong link between good attendance and increased attainment.

In partnership with parents and the Education Welfare Service, we will work towards every child reaching 97% attendance, to ensure that each child can get the best out of the educational opportunities we provide.

The school ethos: TOGETHER WE SHINE

We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. We aim for our school to be a place where everyone wants to be.

Our school team works with pupils and their families to ensure each pupil attends school regularly and arrive on time.

To meet these objectives we have an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Why Regular Attendance is important

Any absence, including family holidays, negatively affects the pattern of a child's education and regular absence will seriously affect learning and achievement. It can also have a de-motivating effect if they are unable to access parts of the curriculum following absences. Every school day matters.

Our schools will seek to build on partnerships with parents/carers by informing them about attendance and punctuality concerns at an early stage.

The school's Attendance Officer and Office Staff are responsible for making daily calls with regard to children's non-attendance to parents and carers. Also part of this role is to record absence correctly on the attendance system (SIMS) for our school.

Good attendance and punctuality is recognised and rewarded in school in various ways.

Parent/Carer Responsibility

All Parents/Carers have a legal responsibility to ensure that their children receive an efficient full time education suitable to their age, ability and aptitude either by regular attendance at school or through other suitable arrangements (section 7 Education Act 1996).

Good Attendance

Ensuring a child's regular attendance at school is the legal responsibility of the Parent /Carer. Therefore, any absence from school without a valid or significant reason maybe seen as an offence resulting in legal action.

Parents and Carers can request at any time a copy of their child's registration certificate showing their attendance to date. Your child's attendance will be shared at Parent/Carer consultations in the Autumn and Spring term. A copy of your child's registration certificate will also be included in their end of year report

Make sure your child has good attendance -

- From starting in Reception, your child should know the importance of good attendance and getting to school on time every day.

- Show an interest and ask about what they are doing at school.
- Encourage them to take part in school activities.
- Inform their teacher or Headteacher about anything of concern.
- Can time off school for minor ailments be avoided? Particularly those which would not stop you from going to work.
- Where possible, make appointments after school, at weekends, or during school holidays.
- Take family holidays outside of term time and speak with school if this is not possible.

The definition of a persistently absent (PA) pupil as set by the DFE is a pupil with 10% or more absence (90% or less attendance).

The school Education Welfare Officer (EWO) will work alongside the Attendance Officer to address pupil related issues that may be affecting their attendance at school. If a child is referred to the EWO under the Local Authority guidelines and the Education Act 1996, the EWO will work with the parents/carers and school to address the issues.

Aim No 1: To improve the Overall Percentage Attendance of Pupils at School

The school will:

- Apply the Whole School Attendance Policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes.

Aim No 2: To Make Attendance and Punctuality a Priority for all those Associated with the School including Pupils, Parents, Teachers and Governors

The school will:

- Promote the importance of good attendance with all staff members
- Provide termly reports to governors via Headteacher's report.
- Provide termly report to parents via newsletter.
- Convey the importance of attendance at new parents' meetings.
- Provide quality training for staff.
- Display materials at focal points – attendance display in entrance and in the hall
- Discuss attendance issues - EWO, monthly attendance meetings (HT, PSA, Attendance Officer)
- Reward systems – termly and at end of year.
- Agree criteria for the authorisation of "holidays in term time" as defined in current LA/National guidance.

Aim No 3: To manage and promote regular attendance our dedicated School Attendance Team will aim to:

The school will:

- Appoint an Attendance Officer who is given time to carry out this role, at Hoyland Springwood, this is Mrs. Andrea Drayton, and provide clear guidance as to staff roles and responsibilities in relation to attendance.

- Input attendance data onto the School Information Management System (SIMS).
- Send a text to parents on the first day of absence, where no reason is subsequently provided for the absence, a phone call will be made.
- Where contact cannot be made by phone or text, the Attendance Officer will alert a member of the Safeguarding Team and a decision will be made as to whether a home visit is required.
- For children on a Child Protection Plan, if the absence continues to a second day with no phone contact (or the day of absence is a Friday), every effort will be made to carry out a home visit. If this is unsuccessful, or there are concerns, the child's social worker will be contacted to share this information. For other pupils, where the absence continues to a third day, every effort will be made to carry out a home visit. A home visit may also be carried out to support a pupil's return to school, even where contact has been made.
- Maintain clearly defined late registration procedures. From 9.05am, pupils are missing their first lesson and their lateness is considered to have a detrimental effect on their learning and progress. Children who arrive at school after 9am, enter school via the front entrance after this time and register at the office using the electronic system. Children who arrive at school after 9.30am are recorded as being late after the close of registers (U code)
- Monitor individual students attendance in order to:
 - Reward pupils with 100% attendance with termly/end of year certificates, stickers, prizes.
 - Provide positive feedback for good and improved school attendance by weekly class acknowledgements/ rewards.
 - Praise parents and children where attendance has improved. This may be on a half termly or termly basis.
 - Report to parents/carers how their child is achieving in school and how their child's attendance is impacting on this, via regular parent's evenings/meetings.
 - Communicate with parents regarding concerns about attendance. School will send letters or texts to parents each term with updates of their percentage attendance.
- Contact parents by letter if a child has been late on two occasions within a half term, or (from October half term, where a child's attendance falls and is below 97%, unless there is a clear and accepted reason e.g. a significant illness, for example Chickenpox.

- Engage EWO to support school in supporting families with attendance issues and communicate effectively with the EWO to support positive attendance.

Aim No 4: To Provide Support, Advice and Guidance to Parents and Pupils and manage and promote the regular attendance of their children

The school will:

- Highlight attendance in assemblies, parents' evenings, via the newsletter etc.
- Set aside area / time for parents to speak to staff.
- Provide quality communication with parents e.g. when parents ring in.
- Provide accurate and up-to-date contact information for parents.
- Involve parents from earliest stage.

The parents will:

- Model to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with school and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact school before 9am on the day of absence to inform school of the reason and when the child is expected to return. Parents/carers should keep school informed if the absence is likely to continue giving details of doctor's diagnosis/medication where applicable. Parents will keep in regular contact with the school if a child is ill for continuous days.
- If no contact is made before 9.30am a text message will be sent to the 1st priority parent prompting a return text or phone call to school as soon as possible.
- If a child is absent from school for 3 days, or there are concerns around a child's safety, a home visit may be made by our Parent Support Advisor and Attendance Officer or our Education Welfare Officer to offer any support if needed.
- Make medical appointments out of school hours wherever possible, or if not possible ensure that their children attend prior to and or following their appointment.
- Parents must try to provide school with evidence that their child is ill so that the absence can be authorised. This may include medical cards, letters/notes from parents, medicines on prescription that show the date that the medicine was prescribed.
- Attend any meetings requested by school and partner agencies to discuss attendance.

Aim No 5: To Further Develop Positive and Consistent Communication Between Home and School

The school will:

- Initiate first day absence contact.
- Make effective use of attendance / punctuality letters or texts.
- Promote expectation of absence letters / phone calls from parents.
- Make use of Attendance Panel Meetings to support families with attendance/punctuality issues.
- Explore the wide range of opportunities for parental partnerships (see Aim 2 and Aim 4).
- Provide information in a user-friendly way (may include languages other than English, and non-written).
- Welcome and encourage all parents into school.

Aim No 6: To Implement a System of Rewards and Sanctions

The school will:

- Organise termly and end of year attendance awards and prizes.
- Actively promote attendance and associated reward and effective sanctions.
- Ensure fair and consistent implementation.
- Involve pupils in system evaluation.
- Take action which accords with objectives agreed between school and others e.g. Education Welfare Service, parent, Behaviour Support Service.

Aim No 7: In order to manage and promote regular school attendance Education Welfare Service will

- Regularly visit Hoyland Springwood to monitor registers/marksheets and identify which children have attendance which is a cause for concern, i.e. those at <90% (persistent absentees) or where trends around absences are developing.
- Attend meetings called by our Attendance Officer to address concerns the school and Education Welfare may have about a child's attendance/punctuality.
- Support the school in promoting attendance by attending parent's evenings and events.
- Receive referrals from school to address matters of poor school attendance by:
 - a) Visiting parent's homes to undertake assessment of need, challenge and resolve matters of poor school attendance.
 - b) Involving other agencies where appropriate.
- In situations where all internal strategies have failed to improve school attendance, Education Welfare will enforce the law; this may result in fines up to £2,500, a custodial sentence and or a parenting order.

Aim No 8: To Recognise the Needs of the Individual Pupil when Planning Reintegration Following Significant Periods of Absence

The school will:

- Be sensitive to the individual needs and circumstances of returning pupils.
- Involve / inform all staff in reintegration process.
- Provide opportunities for counselling and feedback.
- Consider peer support and mentoring.
- Involve parents as far as possible.
- Agree timescale for review of reintegration plan.
- Include Education Welfare Officers, parents and pupil in reintegration plan.

Requests for Leave of Absence in Term Time

Hoyland Springwood have adopted the Local Authority's policy in respect of leave of absence in term time

Applications for holidays during term time should be made **at least 7 days prior to the holiday being taken**. This is needed to allow time for the application to be processed by school and a written response be given. In instances where parents do not complete a leave of absence form; the absence will automatically be unauthorised. The Headteacher considers each application for holidays in term time on an individual basis. The vast majority of requests will **not be** authorised, however each application is looked at on an individual basis, taking into account any exceptional circumstances and the level of the child's attendance prior to the holiday being taken. If an unauthorised

holiday is taken, we are obliged to inform the Local Authority so that they can assess if a Fixed Penalty Notice will be issued resulting in a fine.

Medical Appointments

We appreciate that children may be required to attend medical appointments during the school day, however please note the following –

- Appointments should be made outside school hours, wherever possible.
- If your child attends an appointment during the school day and, wherever possible, please bring your child back to school for the remainder of the school day.
- Siblings are expected to attend school and their attendance should not be affected by other family member's appointments.
- School should be informed of this appointment prior to the absence where possible.
- If the appointment is during school time then medical evidence **SHOULD BE PROVIDED** e.g. an appointment card, letter or text message from the relevant organisation.
- If we do not receive a copy of the medical evidence this may be recorded as an unauthorised absence and we may seek EWO's advice as required.

Linked Policies

This policy is an integral part of the school's approach to safeguarding. The school has also adopted the local authority's policies relating to:

- Children Missing Education
- Elective Home Education
- Leave of absence during in term time.

All these policies have been endorsed by our governing body, which supports the school in all attempts to improve the attendance and safeguarding agenda.

Guidance Notes for staff and parents

Registration

The school day starts at 8.50am.

Morning registers should all be completed by 9am. If a pupil arrives after 9:05am there is an L code (lateness) and after 9.30am they will receive an unauthorised absence mark.

To receive an afternoon mark, pupils need to be in school at 1pm for KS2 and at 1:15pm for FS2 and KS1.

Any pupils arriving after these times should report to reception so that they can be given a late mark, pupils arriving after 9am must be **accompanied by an adult** so that a reason for lateness can be given; the number of minutes late is recorded in order to measure the impact of lost education due to late arrival. If 2 late marks are recorded you may receive a letter informing you of this and if a 3rd late mark is recorded you may be invited to an Attendance Panel Meeting to discuss support strategies to solve the issues.

Attendance Target

The school's attendance target for the year 2019 - 2020 is 97%.

Absence for participation in a performance

In these instances Hoyland Springwood and its governors will follow the Local Authority guidance and by laws, working in partnership with the Education Welfare Service to ensure that any performance absence is within the perimeters of the law.

Monitoring Arrangements

The implementation of this policy will be monitored by the governing body via termly reports by the Headteacher.

Chair of Governors _____ Headteacher _____

Date Agreed by Governors: December 2019

Date to be Reviewed: December 2021