



Attendance Policy

Aims

Our school recognises its responsibilities to educate all pupils to their fullest potential. In order to do this we plan an enriched curriculum which to achieve its purpose requires all children and staff to attend school every statutory day unless they are ill.

This policy therefore aims to secure the maximum possible attendance for everyone in our school.

This can only be achieved in partnership with you the parents/carers of these young people who attend Calton Primary School.

Calton Primary School can only provide the education that the children are entitled to if they attend school daily and on time. This is a key factor to ensure that all children have the best opportunities to achieve their own potential and increase their life chances after their formal educational years.

They need to feel part of a social community to be able to add their own contributions and aspirations to this community, by allowing your child to do this will give them a good feeling of self-worth, and the knowledge that they will be able to go out into the wider world with confidence at the end of their formal educational years.

Under the Education Act 1996 the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, may use legal enforcement.

Start of the School Day.

Whole School - Doors open 8.45am. Registration 8.50am (this is when doors will be closed).

Any pupil who arrives after the registration has been taken will be marked with a Late mark (L). A pupil arriving after the register has closed (9.00am) will be marked with a (U) 10 "U" codes over a 10 week period and you will be issued with a Fixed Penalty Notice Warning Letter any further absences may result in a Penalty Notice being issued by the Local Authority.

End of the School Day

The school day ends at 3.15pm for Reception and Key Stage One and 3.20pm for Key Stage Two.

Any child who has not been collected by 3.25pm (R / KS1) or 3.30pm (KS2) will be brought by a member of staff to the main reception where they will be supervised by a nominated member of staff until the Parents or Carers come to the front door to collect them.

If child/ren are being collected before the end of the school day you must inform the school prior to collection, preferably in writing giving the reason for the early collection.

The Parent or Carer will be expected to inform the school if they are going to be late.

Each child being picked up late will have to be signed out and a reason given.

Any Parent/Carer who is persistently late picking up their child will receive a letter inviting them to a meeting to explain the reason their child is late being picked up.

School may inform social care if a child is left at the end of the day and no contact can be made with the parents.

We take the safety and care of our pupils very seriously and may have to charge a fee for after school care, if Parent or Carers are not consistently fetching their children on time, or do not keep us fully informed as to why they are late.

A child may only be collected by a named adult who is listed on the child's contact sheet or by a named adult that the Parent or Carer has informed the school will be collecting that child on said day. School will not normally authorise anyone under the age of 16 to collect children.

Parents and Carers should contact the school if this may be a difficulty for them.

Children in Year 6 may walk home by themselves with prior permission in writing from their parents/carers.

How do we all achieve this?

Calton Primary School will:

- Contact by telephone on first day of absence if we have not been notified as to why your child is absent from school by 9.10am. If we cannot contact you by telephone then we will text you using our school text system.
- Where there is no response after 3 days the parent or carer will be contacted by letter.
- Where there is no response after 5 days the child will be classed as missing from education and the Education, Entitlement and Inclusion Team will be contacted. He/She will attempt to make contact with the Parent/Carer on behalf of the school.
- Keep and mark the registers (which are legal documents) accurately within the guidance of The Education (Pupil Registration) (England) Regulations 2006, with the appropriate attendance code for both a.m and p.m registration. Be consistent in their attendance practices.
- Follow the 2006 Education (pupil registration) regulations
- Give high priority to punctuality and attendance.
- Promote good attendance at every opportunity – Induction, Parents Evenings, Newsletters, and Assemblies, on Notice Boards etc.
- Reward and celebrate good and improved attendance at the end of the academic year. Good attendance is based on a child being at school for 98%-100%.
- Write to you if your child's attendance drops below 95%
- Reward and celebrate improved attendance each term (3x a year). Improved attendance is when a child drops below 90% and the school and parents have been working in partnership to ensure that the child's attendance improves across the term.
- Set attendance targets for the School and each year group in the School.
- Keep parents/carers informed of their child's attendance.
- Make good use of attendance data by specific analysis
- Work within a multi-agency approach in order to improve attendance and support pupils and families.

The Head Teacher and Governors at Calton Primary School should

- Create a school ethos that every pupil will want to be part of.
- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve, that all staff in their school treat attendance as a priority, and are aware of the attendance policy
- Facilitate a process of reintegration back into school for a child who has been absent due to genuine reason for a long period of time.
- Provide adequately for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

Parents/carers should:

- Ensure their child attends school daily and on time, appropriately dressed, equipped and in a fit state to learn.
- Let the school know if they are having difficulties with their child's attendance, so that any available help or support can be offered before the situation gets out of hand.
- Inform school on the first day of any absence before 9.10am with an expected date of their child's return. (This means each and every school aged child in the family that is absent).
- Notify school if they intend to remove their child permanently from school for whatever reason, and confirm this in writing.
- Instil the value of education and regular school attendance within the home environment.
- Support their child to recognise their successes and achievements.
- Support their child's school at every opportunity. Get involved in their education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Should aim to keep medical and dental appointments to a time outside of school hours. Six monthly regular dental appointments can be made to coincide with school holidays.

The Head Teacher and Governors at Calton Primary School will have the final say as to whether a child's absence is coded with an authorised or an unauthorised mark.

There are two types of absence codes:

Authorised or Unauthorised absences

Legitimate reasons for absence, including the following, may be authorised by Calton Primary School:

Sickness

- The Head Teacher may authorise a child's absence for illness, but may question too many absence days if your child or children are frequently absent for illness. If your child or children are absent for the reoccurrence of the same illness then school would want to work with you as a family to see if further support and advice can be offered through the School Nurse to enable the ongoing illness to be supported within school.
- Medical or dental appointments (where ever possible these should be arranged outside of school hours).
- Days of religious observance
- Exceptional family circumstances e.g. bereavement

The following absences will **not** be authorised by the Calton Primary School:

- Late arrivals after the register has closed after 9.00am
- Looking after the house
- Looking after brothers and sisters or sick relatives
- Shopping
- Birthdays
- Translating
- Family Holidays or days out

The Education Regulations 2006 have been amended, and, as from 1st September 2013 **no child may take holidays during term time**, unless the Headteacher deems there to be exceptional circumstances.

Any parent taking a child on holiday that has not been deemed an exceptional circumstance may be expected to be referred to the Local Authority for a Fixed Penalty Notice. This could result in a fine to both parents/carers of £60 if paid within 21 days or £120 if paid between the

21st day and the 28th day. If the fine is not paid the Local Authority would then proceed to court for the criminal offence of non-school attendance under section 444 of the Education Act 1996.

*A Warning Letter will be issued to the parent/s carer/s that have day –to- day care and responsibility to inform them that: **Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.***

Exceptional circumstances are;

- Children whose parents/carers are in the armed forces and need to spend together as a family following a parent returning from duty.
- Children, whose parents/carers are dictated by their employer as to when they can take holiday's e.g police, fire service or working for a company that closes between certain dates. (These requests will however need to be accompanied by a letter from the employer as to why the family can only take a holiday during said dates term time)
- A child with a parent/carer or sibling who has a life threatening illness. (This request will need to be accompanied by a letter from a medical professional working with the family, or the request will not be seen as exceptional. The request will not be deemed as exceptional if it is the illness of other extended family members)
- Pupils who are Persistently Absent from School for whatever reason will be monitored on a week by week basis. (These pupils are known as P.A. students)

What is a P.A. student?

This is someone who has a 90% attendance or lower at any given time during the academic year.

At the end of term 1 = at least 10 sessions absence.

At the end of term 2 = at least 22 sessions absence.

At the end of term 3 = at least 30 sessions absence.

At the end of term 4 = at least 38 sessions absence.

At the end of term 5 = at least 46 sessions absence.

Governors at Calton Primary School will:

- Monitor and evaluate attendance data
- Ensure that the policy is implemented
- Agree school attendance targets
- Ensure attendance data is reported as required to either the Local Authority or DfE as requested in a timely manner.
- **The Attendance Officer and Family Support Worker will:**
- Support the school to maintain a high level of attendance
- Meet with pupils in school and their families as appropriate
- Inform parents of children whose attendance is a cause for concern.
- Invite parents to meetings to discuss their child's attendance.
- Hold formal meetings with parents/carers and pupils whose attendance continues to cause concern.
- Manage the start of the legal process of parents/carers for poor school attendance when appropriate.

All staff involved with attendance will take into account the time of year and the students' individual circumstances. For example, a letter would not be sent to a student who has a long term illness and contact has already been made with the family.

Procedures for Promoting Attendance

Teacher/Attendance Officer(s) to monitor punctuality and attendance daily



Attendance Officer/FSW to monitor and inform parents at the end of each term if attendance drops below 90%



Monitor these pupils over 2-3 weeks and if no improvement is made then a letter will be sent inviting parent/carer to a meeting.



If no improvement is made after the first meeting then the parent/carer will be invited back for a AIM meeting (Attendance Improvement Meeting).

Attendance Improvement Meeting

An Attendance Improvement Meeting (AIM) is set up to allow parents/carers and students an opportunity to show an improvement in their attendance percentage over a set number of weeks.

Initial meeting set up with Attendance officer, FSW, member of SLT s pupil /parents/carers and any other relevant agency.

During the meeting a target is set for the student's attendance and the number of weeks it will be monitored over (usually 4 – 6 weeks)

Review meeting



Possible extension if close to target



Second review meeting



Targets met case closed



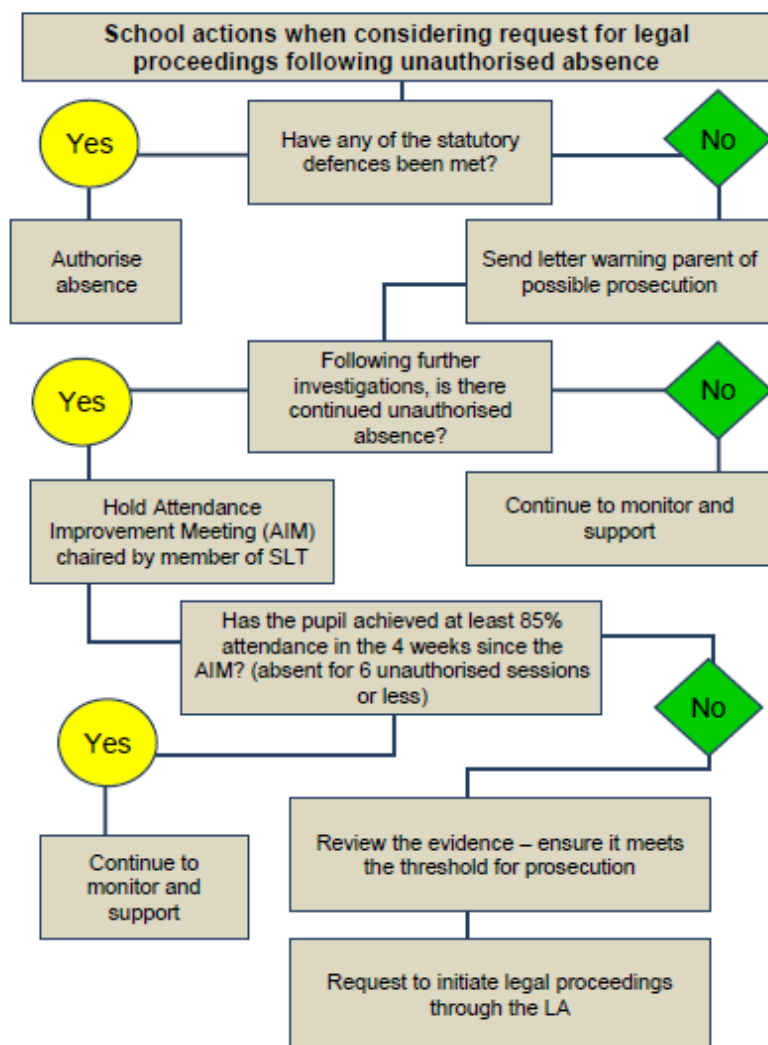
Targets not met plan **Failed**



Case referred to the Education Entitlement & Inclusion Team



Who will see the legal process through to Pre court meeting, to determine how to proceed and dispose of the offence



The Statutory Defences Education Act 1996

S444

(3) The child shall not be taken to have failed to attend regularly at the school by reason of his/her absence from the school—

- (a) With leave,
- (b) At any time when s/he was prevented from attending by reason of sickness or any unavoidable cause, or
- (c) On any day exclusively set apart for religious observance by the religious body to which his or her parents belong.

(4) The child shall not be taken to have failed to attend regularly at the school if the parent proves—

- (a) That the school at which the child is a registered pupil is not within walking distance of the child's home, and
- (b) That no suitable arrangements have been made by the local education authority for any of the following—
 - (i) His transport to and from the school,
 - (ii) Boarding accommodation for him/her at or near the school, or
 - (iii) Enabling him/her to become a registered pupil at a school nearer to his/her home.

(5) In subsection (4) —walking distance—

- (a) In relation to a child who is under the age of eight, means 3.218688 kilometres (two miles), and
- (b) in relation to a child who has attained the age of eight, means 4.828032 kilometres (three miles), in each case measured by the nearest available route.

(6) If it is proved that the child has no fixed abode, subsection (4) shall not apply, but the parent shall be acquitted if he or she proves—

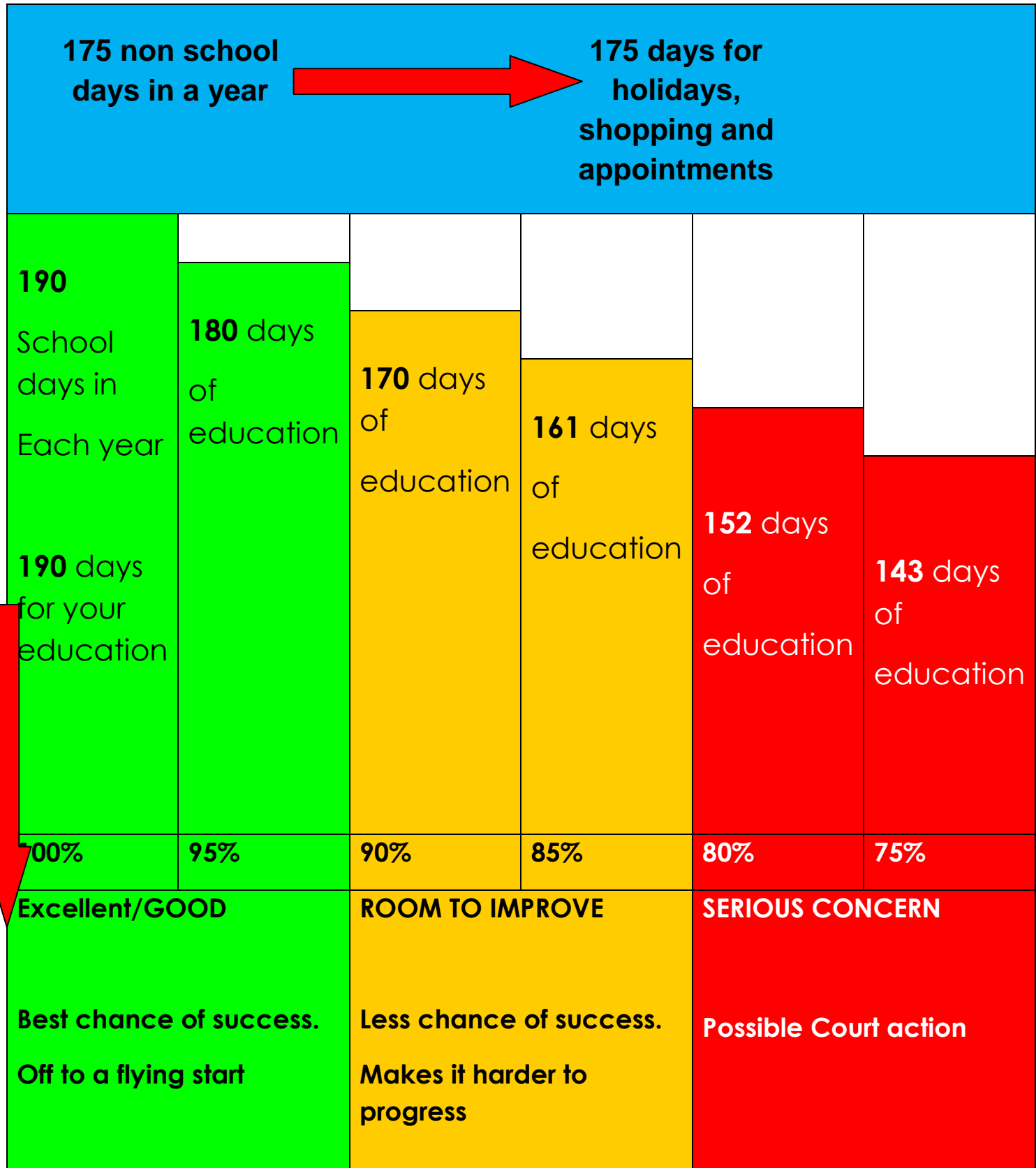
(a) That he or she is engaged in a trade or business of such a nature as to require him to travel from place to place,

(b) That the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and

(c) If the child has attained the age of six, that s/he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.

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Days off from **School** add up to lost learning!



Why were you absent?

It was my birthday

Had to get
my hair cut

My uniform
wasn't clean

Went
Shopping

Had to take
the dog to
the vets

Alarm didn't
go off

Had to wait
for the
gasman

Couldn't get up, I
had a late night

Had to look
after my
little sister



These absences would
NOT be authorised

Every school day counts

365 days in a year

190 days in school each year -
this leaves 175 days for holidays,
shopping, and appointments



Good time keeping means...

...making sure your child is at school and ready to learn, before the school bell rings!

Did you know? - being 15 minutes **late** each day is the same as missing **two weeks** of school!*



**Lost minutes =
Lost learning!**



Every Schoolday Counts

but every **minute** is equally important!

* Over one full academic year

Date 'Calton Primary School amended.:

Headteacher signed:.....

Date:.....

Chair of Governors:..... Date:.....

Date of next review: