



Greenfield Primary School ATTENDANCE POLICY

Approved by Governors (date)

Signed on behalf of the Governing Body

Chair of Governors

Greenfield Primary School

ATTENDANCE POLICY

At Greenfield Primary School we believe that regular and consistent attendance plays a major role in the quality of learning for each of our pupils. Whilst 100% attendance would be ideal, we do recognise that children have time off due to illness, doctor's appointments, out of school music exams etc. This policy is intended to set out what is expected within school regarding the minimum attendance required of all pupils, the procedures for monitoring and evaluating persistent absenteeism and lateness and outlines the procedures that are in place to deal and reduce such issues.

Aims of the Policy

- To set out expectations of attendance, both nationally and within school;
- To detail procedures regarding absence from school;
- To detail procedures regarding 'lateness';
- To detail procedures regarding 'Absence requests';
- To detail how absenteeism is monitored and evaluated;
- To detail how lateness is monitored and evaluated

Expectations for Attendance

- Across each term we expect all children at Greenfield to maintain **at least a 95%** attendance rate on an annual basis.
- Your child can enter the playground from 8.45am and the school whistle is blown at 8.55a.m. We expect all children to be in class by 9.00am. If your child arrives after this time, the playground gate will be locked and they must be signed in at the school office.
- If your child is in Foundation Stage then they need to be coming in through the Foundation entrance door at 8.55am.

Procedures Regarding Absence from School

1. Every class is required to be registered twice daily; once at 9.00am and again at 1.00pm. Any children arriving later than this will be deemed as arriving 'late.'
2. Parents are requested to inform school of the child's absence each day. This can be done by leaving a telephone message with the school office, ideally before 9.30am if possible or by using the Parentmail App. The office staff will contact parents if no such contact is made. This is to ensure each child's safety.
3. A reason for absence is marked in the attendance register.
4. In the event of absence for a dentist or doctor's appointment, parents have a responsibility to inform school by means of a letter or a phone call to the office. If

your child is absent for a full session, morning or afternoon, the absence can be coded as 'Medical'. If your child is collected from school for the appointment, they should be signed out at the school office and signed in when they return to school.

Procedures regarding 'lateness'

Children who arrive after registration are recorded on the registers as a 'late'. Their time of arrival and reason for lateness will be recorded.

Requests for Leave of Absence / Holidays

From 1st September 2013, a change in the law removes a Head teacher's ability (at their discretion) to authorise any leave of absence of up to 10 days. Therefore, **no requests for holiday absence will be authorised from 1st September 2013.**

The Head teacher will not authorise any leave of absence unless:

- An application has been made in advance by the parent with whom the pupil normally resides **AND**
- The Head teacher considers that there are **exceptional** circumstances relating to the application. Exceptional circumstances for leave of absence may constitute a music or performing arts exam, participation in a local or National Sporting event, the wedding day of a close relative etc.

Any Leave of Absence for 'exceptional circumstances' must be requested in writing to the Head teacher.

Monitoring and Evaluation of Attendance

- Attendance is monitored on two weekly basis by the school.
- The school SIMS computer system can identify which children have **not** maintained the minimum attendance. If any child has **less than 90%** attendance a standard letter is sent home to the parents highlighting the fact that their attendance has fallen below the required percentage. Occasionally this conversation might be verbal, for example at Parents Evening.
- If an adequate response to the first letter is not received, and the situation regarding absenteeism continues, a second letter requesting medical evidence for absenteeism is sent to the parents of the child, at the next monitoring.
- The matter may be referred to our Attendance Improvement Officer (A.I.O.) to pursue. The A.I.O. will make contact with parents themselves and arrange home visits to discuss a child's attendance in more detail. Targets for improvement will be discussed but in some cases the A.I.O can take legal action against parents of poor attending pupils.

- Individual attendance figures are reported to parents in each child's annual report. Whole school attendance figures are reported to Governors annually.
- Certificates are given out to children with 100% attendance at the end of each academic year.

Monitoring and Evaluation of 'lateness'

- The school SIMS computer system can identify children who frequently arrive at school late. A standard letter will then be sent home to the parents highlighting the fact that their child is frequently arriving at school late and requesting improvement. Occasionally this conversation might be verbal, for example at Parents Evening.
- If an adequate response to this first letter is not received, and the situation regarding lateness continues, then the matter may be forwarded to the A.I.O to pursue.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on best practice guidance produced by the Department for Education and the Local Authority. The Attendance Improvement Service aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue. For cases that do proceed to court and subsequent prosecution, for periods of unauthorised absence that occur from 1st September 2013 onwards, the amount of the penalty paid will be:

- £60 if paid within 21 days of receipt of the notice and
- £120 if paid within 28 days.

For absence that occurs partly or wholly before 1st September 2013, the payment periods remain:

- £60 if paid within 28 days of receipt of the notice and
- £120 if paid within 42 days.

Thank you for your support in helping us to maintain high standards.

Version	Date	Comment
V3	Date created: 8.11.17 Review date: Nov 2020	A Gordon