



Pennymen

Primary Academy

ATTENDANCE POLICY

Date Policy Adopted: 27 November 2013

Date due for Review : November 2014

We are committed to providing an effective education for all pupils; to this end we will endeavour to ensure that all pupils achieve maximum possible attendance. We aim to identify and act upon any problems which may impede full attendance as soon as possible. We believe that it is vital for parents/guardians and the academy to work together to achieve this aim, thus clear lines of communication are vital.

To achieve this aim, we have employed an Attendance Manager to manage and monitor attendance at the Academy.

Our expectations are:

That children:

- Will attend regularly
- Arrive on time
- Will be appropriately prepared for the day i.e. with PE kit, reading book etc.

That parents/guardians:

- Ensure that their children attend school
- Contact the academy whenever their child is unable to attend
- Ensure that their children arrive at school properly equipped

Attendance and responsibilities are included in our Academy Prospectus. Attendance information is given in our termly Newsletter.

Encouraging Attendance

Good attendance is encouraged right from the start of Nursery education. Although Nursery education is not compulsory, bad habits such as irregular attendance are hard to break once the child starts full time education and, indeed, make settling into Reception far more difficult. Academy staff establish good communication with parents/guardians and contact will be made to discuss concerns or strategies which may be helpful to support the family via the Attendance Manager.

The Attendance Manager closely monitors and supports children and their families throughout school and encourages a positive attitude towards attendance.

Once they start school children who achieve 100% attendance in a term will receive a certificate of attendance:

Bronze Awards are for 1 term full attendance

Silver Awards are for 2 terms full attendance

Gold Awards are for 3 terms full attendance

Certificates are presented by the Head Teacher in assembly. Children attending a whole term will also receive a special award. They will be given the opportunity to attend the cinema to watch a film and receive a snack pack.

There is a weekly presentation of a certificate and chocolates to the Reception/KS1 and KS2 classes with the best attendance.

Children who arrive late

School begins at 8.40am. Any child who is not present by the end of registration at 8.50am is marked as late. Children arriving after 10.45am without an appropriate explanation will be deemed as having missed the morning session and will be marked as an unauthorised absence. Children who are late must enter school via the main entrance/office so that the administrator can amend both register and dinner numbers. In the event of a child arriving after the register has been collected or taken to the office, staff must ensure that the office are informed as soon as possible.

Parents will be informed by letter of regular lateness. If the problem continues, the Attendance Manager will contact parents/guardians to offer support or make a home visit to discuss the situation, or provide support if there are any issues, which the academy needs to be aware of.

When a child arrives late, the electronic register must be amended and the time they arrive written in the comments box.

Registers

Registers are legal documents. It is the responsibility of the class teacher to ensure that they are marked at the beginning of each session. Registers should be marked in accordance using the authority's attendance codes. Registers should be completed by 9.15am and 1.15pm.

Registers for the Nursery are maintained as a record of attendance, using the same codes as the rest of the school, although Nursery attendance is not compulsory. Serious attendance concerns will be addressed with parents/guardians.

A printed copy of the whole school register will be made each day and kept in the admin office.

In the event of a fire drill, the administrator should take the register out into the yard (or place of muster). Each teacher should count how many children are present in each session. It is the responsibility of the class teacher and the nominated person who do first day cover to keep a record of authorised and unauthorised absences. Information from notes must be updated on the register in the comments box. Verbal communications are also evidenced using this format. The Attendance Manager is responsible for totalling percentages of authorised and unauthorised absences for the purpose of reports to the Governing Body of the academy and for the annual return to the DfE.

Authorised and unauthorised absences

If a child is absent it is important that the academy is notified by letter, telephone or in person. The reason for the absence will be recorded. A verbal message from a child regarding the reason for absence is **not** acceptable. A nominated person in the academy will contact parents/guardians of absent children for whom no absence notification has been received on a daily basis to ascertain the reason for their absence (First Day Contact). Should it not be possible to contact parents/guardians, the Attendance Manager will endeavour to visit parents to obtain a reason for the child's absence.

It is considered reasonable to allow up to 4 weeks for a reason for absence to be forthcoming, if at the end of this time no explanation has been given the child will be considered to have had an unauthorised absence. We will endeavour to contact parents/guardians during this period. The academy is required to record whether absences are authorised or unauthorised. If there are repeated unauthorised or authorised absences, the Attendance Manager will inform parents in writing of

the academy's concerns. Should the attendance continue to be a concern, the Attendance Manager will send a letter inviting parents to a meeting to discuss the child's poor attendance. The Attendance Manager will also contact parents/guardians should there be a pattern of absence, welfare concerns, medical reason or unauthorised holidays.

Amendments to the Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days which used to be applicable. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

If the Head Teacher in consultation with the Attendance Manager feels it necessary then the Local Authority's attendance procedures will be set in motion. If attendance continues to be poor with no visible improvement, it may result in parents receiving a fine or even a referral to Social Care. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. However before these steps are taken, the academy will make every attempt to resolve any problem informally.