

# Castle View Primary School



## Attendance Policy

This policy has been reviewed on 6<sup>th</sup> March 2018 and has been impact assessed in light of all other school policies and the Equality Act 2010.

<b>Signed:</b>	
<b>Position: School Improvement Committee Chair</b>	
<b>Date: 6<sup>th</sup> March 2018</b>	<b>Review Date: 5<sup>th</sup> March 2021</b>
<b>Minute Number: SI03/18.9.3</b>	

## **Introduction**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Castle View Primary School and Nursery fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head Teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

## **Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.

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- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

## **Definitions**

### **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.

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- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Headship Team with responsibility for monitoring attendance.

## **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for non-attendance offered by children and their parents/ carers
- Informing the Headship Team where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted on RM Integris.
- Discussing attendance issues at consultation evenings where necessary

### **Head Teacher**

The Head Teacher is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO service
- Providing reports and background information to inform discussion with the school's EWO

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- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

### **Administration staff**

Staff in the School Office and the Pastoral Manager are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Head Teacher
- Sending out standard letters regarding attendance

### **Parents**

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

## **Registration**

All the school doors open at 8.50am.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register on RM Integris must be completed by the class teacher by 9.15 am

## **Lateness**

Once the doors are closed at 9.15 am the only way to get into school is via the school office. Any pupil who comes into school this way from 9.15am will be marked as late after register closes unless children have attended a dentist or doctor's appointment, therefore requiring a medical letter or appointment card.

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Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

## **ABSENCES**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on RM Integris. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we contact the parent/carer for an explanation.

## **First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. The pastoral Manager checks all of the registers from 9.15am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence by telephone.

## **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

## **Parental Request for Absence from School for Holiday**

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Requests for a holiday in school time needs to be done in writing. The relevant form can be collected from the school office. This request will go to the school Head Teacher who will present this to the Governors who together will make the decision if this will be authorised. To authorise this there needs to be exceptional circumstances.

The Parent/Carer will be informed in writing of the decision.

Any unauthorised holidays may result in a fine that will be the responsibility of both parents and issued by Derbyshire County Council.

## **Addressing Attendance Concerns**

The school expects attendance of at least 96%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Head Teacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school where upon its for parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents verbally. There will be opportunities for the Parent/Carer to discuss reasons for absence with the Pastoral Manager/Class teacher.

Where a child's attendance record does not improve over a period of time then the school will request that the Parent/ Carer comes into school for a formal meeting with the Head teacher.

If after this attendance continues to be a concern then the Parent/Carer will be asked to come into school to see the Head Teacher and Education Welfare Officer who will issue a penalty notice to Parents /Carers if they fail to comply with recommendations made at this meeting.

## **Monitoring Attendance**

Our office staff and Pastoral Manager, has the responsibility for ensuring that all of the attendance data is accurately recorded on RM Integris. Regular meetings are held with the Head Teacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

## **Schools reward system for good attendance**

- **Weekly**
- The class with the higher percentage each week earns 10 minutes extra playtime the following week. The results are posted on the Attendance wall in

the corridor along with a printout sheet. It is also recorded on each classroom door.

- **Termly**

- There is an attendance assembly where the children with over 96% attendance that term receive a certificate and small prize. The overall higher class percentage that term will earn a £50 reward to be used as they wish. Also all children with 96% and above will have a fun activity on the afternoon of the last Friday that term.

- **End of school year**

- At the end of the school year the Class with the higher percentage will earn the children in that class a treat. (To be decided nearer the time) .The Class teacher and T/A also earn a day in lieu.
- All the children with 96% and above will earn a treat. (to be decided nearer the time). This will take place the last week of school.



## Appendix 1



## MINI EXPLORERS & LITTLE EXPLORERS

### TERMS AND CONDITIONS

We run 2 Nursery Classes, Mini Explorers and Little Explorers. We believe that friendships begin early on, which is why we encourage our children to be part of a range of social groups.

Our Nursery offers the following sessions morning 09:00-12:00, afternoon 12:30-3:30 or all day 09:00-3:30 Monday to Friday. If you would like your child to stay all day the following options apply:

Option	Details	Cost
A	Child stays all day and brings their own packed lunch	£2
B	Child stays all day and has a school lunch	£4
C	Child stays all day but goes home for lunch and comes back for 12.30	£0

If you have a child who is 2 you could qualify for up to 15 hours of free childcare a week.

You can also pay for up to 5 extra sessions a week at a cost of £10.00 per session.

Please visit [www.derbyshire.gov.uk/fcc](http://www.derbyshire.gov.uk/fcc) and complete the online form or telephone 01629 539316/539317/539319 to see if you are eligible.

If you are not entitled to 15hr free childcare you can pay for up to 10 sessions per week at £10.00 per session. You will be invoiced termly for your bookings, you can either pay for the term in full or 2 weeks in advance.

**No refunds will be given for sessions missed due to holidays or sickness.** If you wish to cancel or change your child's place we require one months' notice in writing during this notice period, fees are still payable. **Please note new session times will commence the following term.**

Please be aware that we promote positive behaviour and respect for each other. Any child who affects the welfare, education or safety of others may have their placement terminated with immediate effect.

Attendance is closely monitored by the School and Derbyshire County Council. If you are struggling with the number of sessions booked please make an appointment to discuss your child's attendance and we can help you adjust your child's sessions to best suits your needs.

If you wish to change the days your child attends please send your written request to the School Office. If you wish to discuss these charges please speak to a member of Staff.

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